

HR POLICY

1. POLICY:

Techsaga Corporations Pvt. Ltd. recognizes the legal and moral obligation of employees who may require absence from normal or usual work hours/days.

This Policy is designed to help employees balance their work and family responsibilities by allowing every employee **12 paid leaves per year** as well as reasonable unpaid leave for certain family and medical reasons.

It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

The first few months of your employment are valuable to you and company as well hence during this period (i.e. probation period), employee can't take a leave but after completion of the probation period, you can take one CL/pm. This leave will be carry forwarded in next month.

After completion of a probationary period employees are eligible to consume their leaves but not more than 3 leave at a time. These leaves cannot be converted to cash if not utilized after the completion of the year.

SCOPE AND EFFECTIVE DATE:

- With this policy in place, it is made mandatory that your attendance will be marked from your entry in the punching machine on the second floor. Failing to do so will be marked as absent. However, clock in and clock out in the CRM is still necessary.
- Every team lead, HRs as well as management will work on the performance evaluation and growth and appraisals will depend on the parameters discussed for evaluation.
- Daily scrum calls to be done by team leads of every department which will include task to do, at the start and reports at the end of the day. Along with, weekly scrum calls will be done which will include management, team leads and HRs.
- This policy is applicable for every member of Techsaga Corporations. And everyone has to submit their daily reports after the completion of assigned tasks, approved by team leads.
- Task of team leads will be approved by management.
- This policy is applicable to all permanent employees of the Company and is effective from the date of Joining. This policy supersedes all other previous leave policy.
- This policy does not apply to any temporary employees or contractors employed by the Company.
- The policy is meant to serve as guidelines for the employees. Nothing contained in them shall be construed to confer any legal right or entitlement.
- These circumstances, as identified below, may require management discretion in granting or extending certain types of leave. Merit, reasonableness, travel issues, seriousness, operational requirements and past practice may contribute to the granting of leave and decision.

GENERAL PROCEDURE:

All employees, irrespective of their level or position within the organization, shall be entitled to equal number of leaves within a year.

The year for the purpose of calculation of Leave shall be the financial year (March– April).

Types of Leave

Public Holidays: In a year 08 public holidays are allowed to the employees of Techsaga.

The list of Public holidays is attached at the end of this document for your reference.

Paid Leave: Every Employee is entitled for 12 Paid Leave per Year.

Unpaid Leave: Absence from work for a period of time, as agreed between the employer and employee.

Unpaid Leave is granted only in exceptional circumstances approved by the Respective Senior. Unpaid Leave should not exceed 15 days in a calendar year, except for Maternity leave.

Maternity Leave: Leave that a female employee takes for the birth of her child; and/or to enable her to be the child's primary caregiver. It is granted as a continuous period of 3 months from the date of commencement of the leave.

Paternity Leave: The leave time that an employee may take from a job to take care of his newborn child. Paternity Leave is granted up to 5 days and must be availed within 2 months of a child's birth and can be availed in splits.

PROCEDURE:

- All employees must fill their leave application forms and get it approved by their senior.

- Employees must submit to their senior "leave application" **3 days'** in advance indicating reasons for and duration of leave. The minimum unit of leave that an Employee can apply for is half a day.
- If anyone is absent without prior information then the day would be considered as **unpaid leave** and the same will not be adjusted with the leaves balance of the employee.
- If anyone takes leave in the continuation of official leave without prior information and approval of his/her senior, then all those leaves will be considered as non-paid leave and the salary will be deducted and LOP rule in unapproved leave as per the rule's basis.
- In case of any change in the requested leave dates, the revised leave request shall go through the same procedure for re-approval.
- The Senior Manager must approve all leaves prior to the consumption of those leaves by the employee.
- The employee is required to give prior notice to the Concerned Authority Before taking leaves: notify HR and get approval from Senior Manager
- Leave approvals should be based on operational requirements, merit, reasonableness and past practice.
- The employee must ensure that their leave application (except sick leave) has been approved before commencing on leave. Failure to do so will result in loss of pay.
- In case of absence because of emergency (accidents, unexpected events, unavoidable circumstances), employee is advised to call the reporting Manager to inform of his inability and leave application to be submitted immediately on the day of resumption of duty along with relevant documents of prescription and Doctor visits.

- Employee who is on leave without informing his supervisor (Leave without Notice) should meet the respective heads and HR to explain the proper reason and seek for approval before presuming his/her work.
- For each month, every fulltime employee is entitled to have 1 paid leave.
- Any employee desirous of knowing his/her leave balance at any given point of time can check with HR department.

Techsaga Corporations reserves an unconditional right to amend, abrogate, modify, and/or revoke the entire policy or any part of it at any time. Then this whole leave will be count as Leave of Absences and salary will be deducted as per rules.

General terms & Conditions

Compensation

- Disbursement of monthly compensation would be done only in the certified salary account opened with the registered banking partner of Techsaga. In case of more than 15 days delay in the opening of the salary account necessary arrangements should made on the either end.
- The regular salary cycle of any month would start from 15th of every month. The employee doesn't hold any right to charge the employer with any interest if in any case delay happens.
- The employee would be eligible for any medical benefits on leave adjustments, subject to representation of valid documents like prescription from a certified medical practitioner.

Promotion

- An Employee would be subjected to any yearly increment depending upon their performance and recommendation from the manager.
- Any employee whosoever has gone through any non-mandatory increment due to performance appraisal will not fall under the next yearly regular increment or the decision rests with the management depending upon the behavior and performance of the employee.
- If anyone joins the company beginning of the month date i.e. 1st to 5th then it will be considered and counted for your appraisal month exactly. And if he/she join 6th to 30th then it will be not be considered and counted in your appraisal months' duration.

Notice Period

In Case you are furnishing a resignation from the company, from your current set of responsibilities you would be subjected to a notice period of 60 days prior to the date of relieving from your services. In case of not serving the notice period, the salary for Two months will be charged from the employee.

Full and Final Settlement

An employee would be entitled for full and final settlement only after completion of maximum 60 days from the last date of employee in the organization and will also be subject to NOC given by the reporting authority and the admin/HR department along with the Accounts.

Termination of Services:

The termination of services clause would come into effect towards any misconduct shown in the work place. In case of termination the employee would be subject to immediate relieving from the services offered by him/her to the organization and no compensation would be provided to the employee in respect to various facilities provided by Techsaga.

Don'ts in the office Premises:

- Never use slam language in working area.
- Never leave your work station if not required.
- Never disturb others in any case.
- Never use other's stationary or anything without taking Permission.
- Never pollute the work Environment by any Activity.
- Give & Take respect from others.
- Never show your personal grudges in work area.
- No favor of any person specific should be there.
- There should be a sense of Dressing in every employee.
- The communication channel should be smooth and every one must know about his problem resolving point.
- Never try to get over friendlier to any of your colleagues.
- Maintain the required distance with Boss.
- Never try to interrupt in other's work (or calls).
- Never read other's mail or any other information which is not intended for you.
- No passing of jokes and comment of any type in work area.

- No comments on sense of dressing of anybody present in the office.
- Never Boost about yourself, let your work speak instead of you.
- Loud ringing tones must not be used in office.
- No personal Discussion is allowed in office hours.
- Not allow to use office phone & print out.

And most importantly, always respect a female colleague in case there is any as failing to which or in case anytime found guilty of being involved in any bad behavior with a female colleague could lead to immediate termination of the employee without any prior and proper information.

General Instructions

- If anyone misplaces their access/employee ID card, then an amount of 500 Rupees will be charged to them for the reissue of new access/employee ID card as a penalty.
- In case, Internet or other official technical resource is not working properly then you should complain to system admin or any senior of your team about the same.
- If you fail to call within 1 hours from the office start time in the case of absenteeism and Even if you are not able to inform HR/TL department during absenteeism duration then the same day would be considered as three days leave in place of one absenteeism.
- Do not misuse official resources. If anyone found to be involved in something like that the company will take action against him/her.
- We will calculate your total working time duration through the punching machine hence every time you are leaving the office premises you have to punch-in your entry

and exit in the access machine. Tea break is cancelled. You will be provided 15 more minutes for lunch and for that the new Lunch timing will be 1:30pm to 2:15pm.

Through of this process we will also check your Working efficiency & performance and your average 9 hr. working in a day.

Note: Kindly be convinced that these guidelines/regulations are not meant for imposing any kind of pressure on any of the employee but are only meant to ensure that you make most out of your full day working and justify your efforts at the time of appraisals/increments.

Techsaga Corporations' Admin and HR is only dedicated to provide every kind of support to the employee and has no personal issues with any employee.

Kindly make sure that for us every employee has his/her importance in the organization and can make sincere contributions in the development of our organization just by giving his/her 100% efforts towards your responsibilities only.

With Regards

HR Department

Techsaga Corporations Pvt. Ltd

Public Holidays - 2022

Public Holidays		
S. No.	Date of Holiday	Name of Holiday
1	1-Jan	New year
2	26-Jan	Republic Day
3	18-Mar	Holi
4	15-Aug	Independence Day
5	2-Oct	Gandhi Jayanti
6	5-Oct	Dussehra
7	24-Oct	Diwali
8	25-Oct	Gowardhan
Paid Leaves	Total 12 Paid Leaves	