# SkyRaan Circular for the Year 2022

**Common Circular for all candidates**

**Hello Skyraan Guys**,

* Below are some of the rules you need to follow:
* Office timing – 9.30 am to 7.30 pm
* Morning break – 11.30 am to 11.45 am
* Lunch break – 45 Minutes
* Evening break – 5.15 pm to 5.30 pm

These time changes will be applicable from 7th September 2022. It is the usual break timing for all. Do not split the break timing. All must take the break only within the mentioned time limit. Everyone is advised to follow the office timing without fail. In case of any changes happen in the timing, it will be considered as LOP (Loss of Pay) for half a day. Exception this, anytime one can go on their permission hours.

* Office In Time **–** 9.30 am **(** Buffer Time is 10 mins**).** If you are late, you must inform your respective TLs/ HR. And also, the permission will be approved only twice a month (1 Permission = 1 Hr).
* While taking Casual Leave or applying for permission, one should inform the Team leader and HR respectively through respective email id. On availing the permission, only one can go for leave or permission.
* Casual Leaves / Permissions without proper mail approval will be considered LOP (Loss of Pay).
* Even Saturdays will be a Holiday every month of the year. It may also vary based on the workload & it will be informed to you prior.
* Everyone should maintain the Biometric (Punch In & Out) properly. Each one should punch in & out whether you go for a break, lunch, or for other reasons.
* One person's punching will not be taken as a whole number of persons. So, make sure to leave each individual's fingerprint for every in & out.
* It is mandatory to wear the Company T-Shirt every Friday, and it is advised to avoid wearing rounded neck T-Shirts on other days except Saturday.
* It is advised to wear an ID Card in and around the office. Reasons will not be permissible.
* Generally, the Salary Hike will be once a year. But it may vary based on the employee's performance.
* **Unwanted mobile phone usage is prohibited inside the office, and headphones are not allowed for more than 15 minutes. If the rules got breached, the phones won’t allowed inside office here after and will be kept in the reception itself, will be allowed to use on breaks.**
* **Unwanted Skype / WhatsApp / or social media communications are prohibited inside the office.**
* **Whole systems are under management firewall software, so anyone who misuses the Internet will face disciplinary actions.**
* **From a team or as a mass bunk should not happen in the working days as support is needed in the project.**
* **The overall office is under CCTV surveillance with voice-activated, so probe everything with caution.**

**For New Joiners:**

* Within a week, Company will provide you with the offer letter with all the details.
* The probation period will be for eight months (May vary).
* You may receive the confirmation letter after completing the probation period.
* Your salary remains the same after getting the confirmation letter.
* The Company may revise your salary after completing "One Year" at SkyRaan.
* Candidates surviving the probation period can take One Casual Leave(CL) per Month.
* Only 2 permissions are allowed in case of any emergency. You can inform your Head Person/ HR.

**Benefits for Experienced Employees:**

Candidates who completed their probation period in SkyRaan are eligible to avail the following benefits

* *Casual Leave* – 1 CL / Month. (Max 12 / Year)
* *Permission* – 2 permission / Month (Each 1 hour).
* *Sick Leave* – 6 SL / Year for Confirmed Employees.

A person can't take continuous 6 days of sick leave. The person taking sick leave for more than 3 days should produce a medical certificate in an emergency.

* 12 SL / Year for 2+ years of experienced employees.

And those who are taking Sick Leaves for more than 3 days must submit the Medical Certificate as a Hard Copy to HR or as Soft Copy to the Email ID: hr@skyraan.com

* *Earned Leave* - SkyRaan will credit one EL per Month and a total of 12 days per year, and this leave will be available to take or cash conversion on the next year of service. This leave can accumulate for up to 24 days.
* *Maternity Leave* – Women Employees who have completed their 2 years of service in our Company will be offered 90 days of paid leave during their maternity period.
* *Marriage Leave* – Company will provide candidates with 7 days' leave for their marriage.
* *Gratuity Amount -* On the completion of 5-year Employment in SkyRaan, you will be eligible to receive Gratuity as per the act.
* *Bereavement Leave -* In case of any demise in your family, the Company will provide you a maximum of up to 05 days of Bereavement Leave (Counts only working days). Leaves after 05 days will be considered Paid Leave.
* *Referral Bonus* – If you are referring your friends/ Relatives to fill up our vacancies, then you will be rewarded with a cash prize after their joining & after their completion of the probation period.

**Important Note:**

For Salary hike or promotion, our management may consider the parameters like how actively they are committed to the projects and how effectively they contribute to the company growth, Timing, Etc.,

Your Employment shall be terminated with immediate effect if we find you have been engaged, directly or indirectly, in any other business, either as an employee, employer, consultant, principal, officer, director, advisor, or in any additional capacity, either with or without compensation, without the prior written consent of Company

and you will face difficulties getting your experience/relieving certificates back from the office. Recommendations will not be appreciated.