Abhimanyu Industries

Standard Operating Procedures (SOP) – Employee Handbook

This handbook provides detailed operational guidance for employees and freshers at Abhimanyu Industries.

Purpose of This Document

This Standard Operating Procedure (SOP) document explains how key employee-related processes work at Abhimanyu Industries.

It is designed to help freshers understand company processes clearly, provide step-by-step guidance to employees, ensure consistency, fairness, and transparency, and act as a single operational source of truth.

All employees are expected to follow the procedures outlined in this document.

1. Employee Onboarding Process

Employee onboarding is a structured process that helps new joiners transition smoothly into Abhimanyu Industries. A well-defined onboarding process ensures clarity, productivity, and early engagement.

1.1 Pre-Joining Phase

This phase begins after the candidate accepts the offer.

HR issues a formal Offer Letter via official email. The offer includes job title and department, compensation details, joining date, work location or remote status, and probation period details.

The candidate must sign and return the offer letter within the specified time.

Once confirmed, HR shares reporting manager details, required document checklist, and first-day instructions.

1.2 Document Verification

Before or on Day 1, the employee must submit mandatory documents such as government ID proof, address proof, educational certificates, previous employment documents (if applicable), passport-size photographs, and bank account details.

HR verifies documents to ensure legal compliance, background verification readiness, and payroll accuracy.

Failure to submit valid documents may delay onboarding or salary processing.

1.3 System & Access Provisioning

Once documents are verified, HR coordinates with IT to create system access.

Accounts created include ZenHR (HR management system), MailX (official company email), and project-specific tools based on role.

Employees are responsible for changing default passwords, maintaining confidentiality of credentials, and reporting access issues immediately.

1.4 Day 1 – Joining Day

On the first working day, HR conducts a Welcome and Orientation Session.

Employees receive a company overview, policy and SOP documents, and the code of conduct.

Workstation, laptop, and access card are issued.

Employees are introduced to team members, reporting manager, and assigned mentor or buddy.

1.5 Orientation & Training

Orientation covers company culture and values, organizational structure, communication norms, attendance and leave systems, and security and compliance training.

Freshers may receive additional foundational training including professional communication, workplace ethics, and role-specific basics.

1.6 Probation Period

The probation period typically lasts three to six months.

Employee performance is monitored and feedback sessions are conducted.

Successful completion of probation leads to employment confirmation.

2. Leave Application Process

Abhimanyu Industries follows a system-driven leave management process to ensure transparency.

2.1 Types of Leave

Operationally, employees may apply for Casual Leave, Sick Leave, Earned or Privilege Leave, and Emergency Leave.

Leave balances are maintained automatically in the ZenHR system.

2.2 Standard Leave Application Process

Employees log into the ZenHR Portal, navigate to Time Off, and apply leave by selecting leave type, dates, and reason.

Requests are routed to the reporting manager and show as Pending Approval.

Managers approve or reject requests based on workload, business requirements, and leave balance.

Once approved, leave balance is automatically updated and notifications are sent.

2.3 Emergency & Sick Leave

Employees must inform managers immediately in case of emergency or illness.

Formal ZenHR requests should be submitted as soon as possible.

Medical certificates may be required for extended sick leave.

2.4 Leave During Probation

Leave eligibility during probation may be limited.

Manager and HR approval is required.

Excessive leave during probation may impact confirmation.

2.5 Leave Escalation

If the manager is unavailable, HR or Department Head may approve leave.

Emergency cases are handled separately.

3. Work From Home (WFH) Process

WFH is governed by both policy and operational rules.

3.1 WFH Request Process

Employees submit WFH requests via ZenHR specifying dates and reasons.

Managers review and approve based on business needs.

3.2 WFH Expectations

Employees must be available during core working hours.

Participation in meetings and secure internet usage is mandatory.

WFH misuse may lead to revocation of privileges or disciplinary action.

4. Exit / Resignation Process

The exit process ensures smooth transition and compliance.

4.1 Resignation Submission

Employees submit formal resignation via email and serve the contractual notice period.

Managers acknowledge resignation.

4.2 Knowledge Transfer & Handover

Employees document ongoing work, transfer responsibilities, and share access details.

Incomplete handover may delay final settlement.

4.3 Exit Interview

HR conducts an exit interview to capture feedback and improve organizational practices.

Responses are confidential.

4.4 Clearance & Asset Return

Employees must return laptops, ID cards, access badges, and all company property.

HR validates clearance checklist.

4.5 IT Access Revocation

On the last working day, email and system access are disabled and data ownership is transferred.

4.6 Final Settlement

Final settlement includes last salary, leave encashment if applicable, and deductions.

Settlement follows standard payroll timelines.

5. Roles & Responsibilities

Employees must follow SOPs, use systems correctly, and communicate proactively.

Managers approve requests, support onboarding, and ensure handover.

HR enforces SOPs, provides clarity, and maintains records.

IT manages access, ensures security, and supports systems.

6. SOP Compliance

SOP violations may attract disciplinary action.

SOPs may be updated periodically.

Employees are responsible for staying informed.

Final Note

This SOP document represents the operational backbone of Abhimanyu Industries.

Employees are encouraged to follow procedures diligently and seek clarification when needed.