

DocID	Category	Title	Description	LastUpdated
1	HR Policies	Employee Code	Outlines ethical s	2025-09-10
2	HR Policies	Leave Policy Har	Guide on casual,	2025-08-15
3	HR Policies	Remote Work Po	Best practices ar	2025-07-20
4	Benefits	Health Insurance	Details medical c	2025-09-01
5	Benefits	Provident Fund a	Explains PF cont	2025-09-05
6	IT Setup	Laptop Configur	Steps for first-tim	2025-08-22
7	IT Setup	Email & Account	Guide for creatin	2025-09-12
8	Documentation	Employee Handb	Complete onboar	2025-09-02
9	Facilities	ID Card & Acces	Steps to request	2025-09-09
10	Payroll	Salary Account S	Process for salar	2025-09-11