

Report On Meeting With HR-Bilal iqbal

Time 04pm-5pm

Date 06/07/2015

Following things discussed in meeting.

- **work related problems**

If you are facing any problem related to your work then immediately contact your supervisor. If you feel that you are working on lower than your abilities then also contact your supervisor.

- **Leaves**

There are two types of leaves.

Sick Leaves :

8 leaves per annum and at the end of year sick leaves quota will also expire. It will tell after the leave.

Privileges Leaves:

18 leaves per annum and these are encashable (Leaves of last year carry on to next year). First, you have to apply for leave using a HR tool (CSHR) when permission granted then you will be allowed for leave.

- **Salary related issue :**

All salary related issues handled by Muzzafar. Salary will be given on 5th of every month.

- **EPF**

EPF is the 5% of basic salary. It will be added in separate bank account. It can not be taken during service but loan based upon EPF can be taken.

- **Bonus**

Bonus based upon performance after every 6 month. Evaluation process for bonus is same as for salary increment.

- **Career Road map**

1. In 1st year work as Associate Software Engineer.
2. after 1 year eligible for Software Engineer.
3. after 4 year eligible for Senior Software Engineer.

- **Resignation**

Notify one month ago to resign. Discuss reason of resigning with management before resign.

- **Others**

- At least 3 year service required to be eligible for scholarship for master in Berlin.
- Increment in salary will be based upon budget and rating

- If any information changed regarding bank accounts then update HR immediately .
- If any of your problem could not be solve by related person then go to higher One.
- If you have any question then only ask to related person.
- you can not work elsewhere during leaves.
- Communicate your HR through Email so that it could be record.
- If Company going to terminate your job then it will notify you one month ago or pay the salary of next month and kick off.
- Give respect, get respect

- **Evaluation and increment Process**

Increment applied every year in July.

Evaluation will go through a proper process

Evaluation Process

