

## **2.c) After selection**

### **I. Document Submission**

i. When any candidate is selected for a position, he/ she has to submit verification documents for joining formalities



ii. The documents are verified by the HR and acknowledged copy of all the required documents are kept in our records



iii. The personnel file containing all these documents of the candidate is prepared and is kept in the HR Department

### **II. Document Checklist**

- Let us Know You Form
- 3 passport size photographs
- Interview Assessment Sheet
- Resume
- 10<sup>th</sup>, 12<sup>th</sup>, Graduation, PG or Diploma Marksheets (Original for verification)
- Experience Certificate, Salary Slip in case of experienced employee
- Bond
- Security Cheque
- NDA
- Offer Letter/ Appointment Letter
- Address Proof-
  - Permanent Address- Electricity/ Telephone bill/ Ration card
  - Rental/ Hostel/ Paying Guest – Lease agreement/ Hostel receipt/ Electricity bill with a letter from the landlord
- Identity Proof- Passport/ Driving License/ Voter ID/ UID/ PAN card
- PF Form 11
- PF Nomination Form/ Application for Non-deductees
- After all the documents are collected from the candidate, a proper employee background verification needs to be done.
- Phone nos & check local numbers for sure specially of outstation candidates.
- Background check needs to be in place, old employers & home address needs to be checked and entry should be made in the “Employee Verification Sheet”

*Note: All the documents mentioned in the checklist are mandatory & must be submitted before the date of joining.*

## Let Us Know About You!

1. Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
\_\_\_\_\_

Email id: \_\_\_\_\_ Blood Group: \_\_\_\_\_  
\_\_\_\_\_

2. Father's Name: \_\_\_\_\_ Phone no.: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_ Email id: \_\_\_\_\_  
\_\_\_\_\_

Office Address: \_\_\_\_\_ Phone no.: \_\_\_\_\_  
\_\_\_\_\_

3. Mother's Name: \_\_\_\_\_  
\_\_\_\_\_

Email id: \_\_\_\_\_ Phone  
no.: \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residing since (years): \_\_\_\_\_ Residence Phone no.: \_\_\_\_\_  
\_\_\_\_\_

5. Current Address: \_\_\_\_\_  
\_\_\_\_\_

6. MP Domicile: (YES/ NO) \_\_\_\_\_  
\_\_\_\_\_

7. Emergency Contact Name & Number: \_\_\_\_\_  
\_\_\_\_\_

8. Any Past/ Present Criminal Record: \_\_\_\_\_  
\_\_\_\_\_

If Yes, Details of the same: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. References: (College TPO/ Neighbour/ Relative)

i) Name:

Designation: \_\_\_\_\_ Phone no.: \_\_\_\_\_

ii) Name:

Designation: \_\_\_\_\_ Phone no.: \_\_\_\_\_

10. Last company worked (if applicable):

Company Name:

Reference Name: \_\_\_\_\_ Contact  
No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Self-Declaration for working with Mango IT Solutions**

Please specify if any pending legal case (Civil/ Criminal):

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Please specify if any physical or mental health related issues:

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I declare that I have no pending civil/ criminal legal case or any criminal record in my name and that I am not suffering from any health related issues either physically or mentally that would affect my working in the company.

I hereby declare that the above information is true to the best of my knowledge.

I declare that I have understood all terms & conditions of work at Mango IT Solutions as prescribed in the appointment letter and shall abide by them.

Signature: \_\_\_\_\_  
\_\_\_\_\_

Date:

### III. Legal Undertaking & NDA –

- After document submission, every candidate has to sign a legal undertaking of 24 / 18 months or as per the decision of the management on Rs. 100 stamp paper.
- Against this bond, the candidate has to deposit an undated cheque of Rs. One lac only (keeping blank **in favor of** column of the cheque).
- Employees also need to sign the “**Employee Undertaking to Mango IT Solutions**” According to this agreement, he/ she has to serve 60 days written notice stating detailed reason for leaving.
- Confidentiality, Non Disclosure & Non Competition Agreement (NDA) – This is an agreement between contractor & the company which is meant to secure the property, trade secrets, client information and data and any kind of confidential information from misuse.

#### Format of Legal Undertaking

<Emp\_Name>,  
<Date>

<Emp Address>

Dear Sir/Madam,

I acknowledge that the company is giving me valuable training for the initial 2-3 months and not charging anything for it. In fact is paying me salary/stipend. I acknowledge that the company is spending valuable resources in terms of training cost, infrastructure & employee cost during the training period which is much upwards of Rupees One lac but still for practical solution, the bond value has been fixed at Rupees One lac & I fully agree to this.

I hereby legally undertake to abide by the following terms of resignation and notice period in the prescribed format.

1. I'm bound to give my services to the best of my abilities for a period of 18 months from the date of acceptance of appointment letter or date of joining whichever is applicable. If I leave the company in this period, the company can recover financial losses as per the following:  
0-9 months of joining\* – 100% of the bond amount  
9-18 months of joining\* – 50% of the bond amount

\* Date of acceptance of appointment letter or date of joining, whichever is applicable

2. After my bond period as above, if I want to leave the organization, I'll give a written notice period of minimum 60 days, or as per management consideration if for less. I realize that the period after resignation is equally important for the company to first complete the project & find my replacement. I agree to the 60 days' notice period
3. I'll submit the resignation letter in writing to the Director/HR Head of the Company giving a detailed reason for leaving the company.
4. During the notice period after resignation, I'll keep working to the best of my abilities and in good faith as I would have been working before serving the resignation notice and stick to the Company's terms and conditions. If my working in the notice period is not satisfactory or the reason for leaving as

mentioned in the resignation letter is found false, I'll be liable for penalty as per bond breach. 0-30 days of notice breach is 100% of bond value and 30- 60 days will be 50% of bond value.

5. I'll not take any holidays in the notice period. For any unavoidable holidays, if any, I'll take written permission from the Company and my notice period will automatically increase by those many holidays.

I am furnishing a cheque, amounting to Rs.1,00,000/- Cheque number \_\_\_\_\_ of \_\_\_\_\_ for the purpose of bond which the company can deposit in case of any default towards my bond/notice period. If I don't stick to any of the above terms and conditions, the Company is free to file a legal suit against me and recover financial and other losses as well.

Signature of the Undertaker with date,

Witness Signature

<Name>

- IV. **Appointment letter** – After completion of all the joining formalities, the HR offers Appointment letter to the candidate & takes back the acknowledged copy of the same as an acceptance of the offer.

#### **Format of Apointment Letter**

<ADDRESS>

Dear <NAME>,

We have pleasure in appointing you as a <DESIGNATION> with Mango IT Solutions. (hereinafter referred as the Company), effective from <DOJ> on the following terms and conditions –

##### **1. Job Responsibility**

You will undergo a 6 month full-time on-the-job training during which you will be trained on PHP-MySQL. The company shall have full rights to terminate your employment & on job training if you are not complying with the terms or not coming up to the delivery levels.

##### **2. Remuneration**

Your cost to company will be, Rs. <\_\_\_\_> per annum (Rupees <\_\_\_\_> only).

As per your liability, you will be entitled for deduction of Professional Tax, ESIC, Provident Fund, Income Tax or any other Tax in accordance with the existing laws and rules shall be payable by you.

You will be on probation period for six months of training and three months of start of work. Your services and terms will be reviewed thereafter on the basis of your performance upon completion of the probation period. The salary structure of the Company may be modified at any time without prior notice and your package of remuneration and other terms may accordingly be modified from time to time. Further, salary, allowances and all other payments and benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to the deduction of appropriate taxes at source.

Your compensation package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

##### **3. Paid Time Off**

You shall be eligible for paid leaves as per the Rules and Regulations of the company, which shall be intimated to you from time to time. The Rules and Regulations pertaining to the paid leaves for the employees are subject to change without prior intimation and which shall be binding on the employee.

#### **4. Important Standard Legal Clauses**

a) This letter along with the Employment Agreement, are to be accepted and executed by you. The employment terms in this letter and the Employment Agreement supersede any other agreements or promises made to you by anyone whether oral or written.

b) It is understood that the Company has a legally protectable interest in, among other things, its customer contacts, goodwill and unique clients, and therefore, during your engagement and for a period of 24 months thereafter, whether termination of employment is occasioned by the Company, the employee or by mutual agreement, you shall not directly or indirectly for yourself or on your behalf of any other enterprise, person, firm, partnership, corporation or company

a. Solicit or cause to be solicited, or recruit or cause any other person to recruit, any other employee of the Company

b. Call upon solicit, divert or attempt to divert any customer of the Company for the purpose of obtaining its or their patronage, or solicit or sell to any such Client any services or merchandise that is the same or substantially the same as the services or products sold by the Company.

c) Your primary place of posting will be at Indore. However, you may be required to travel and be relocated to any of the other Offices, Project locations, Divisions and Department, of the Company or its subsidiaries or its affiliate organizations, either within India or outside India.

d) During your employment with the company, you will, at all times, observe secrecy in respect of any technical, trade or business data, customers' names/business details or any other information that might come to your knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. You shall not disclose or cause the disclosure of any such data in any manner whatsoever. You will also be responsible for protection and furtherance of the Company's best interest at all times, including after you cease to be on Company's rolls.

e) You are expected to devote your entire working time, energy and attention exclusively to your duties in connection with the Company and shall not undertake any employment or enter into any other type of association, even on a part-time basis whether for any consideration or not during the course of your employment. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination or resignation by you of your services, without required notice having been given.

f) During your employment and for a period of 12 months thereafter, you shall not directly or indirectly, for yourself or on behalf of any other enterprise, person, persons, firms, partnership, corporation, Company own, merge, operate join, control, be part of, solicit, or be connected in any manner with any business that competes with the Company – at its known clients or clients that have been introduced to you as part of the normal tasks that are allotted to you during your employment.

g) You will be governed by Company's rules and regulations (and practices) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you.

h) An employee will be required to fulfill a notice period of 60 days to fulfill the dependencies persisting on running projects or equivalent salary in lieu thereof. The employer will give a notice of 30 days or equivalent salary in lieu thereof in the lights of unsatisfactory performance or relevant relatable reasons. However, the Company will be entitled to terminate your services by giving you a 24 hours' notice during the probation period. The Company shall have the option to waive the notice period partly or fully and also to decide –

- a. Whether the notice period shall run concurrently with the period of any leave which may be granted to you; and
- b. Whether you notice stand extended to the extent of the leave availed of by you.
- i) No laws or any agreement entered into by you prior to the acceptance of this offer, bind or restrict you in accepting signing this offer letter and by doing so, you confirm that you have not violated any laws, rules or regulations.
- j) Please note that this offer is valid for the period of 7 days from the date of this letter. This offer shall lapse automatically unless you confirm your acceptance of it, by signing the duplicate in the appropriate place and returning to us.
- k) A copy of our Employment Agreement is attached to this letter. Since you will be exposed to some or all of our confidential information while you are employed with the Company, your execution of the "Employment Agreement contains important restrictions on your rights to utilize information that you receive while employed by the Company and on your rights to claim sole ownership of any inventions you may create during your employment with the Company. We presume that while executing this Agreement, you would have got adequate understanding of the terms contained in the Agreement and you would have taken full cognizance of the implications thereof.

#### **5. Date of Joining**

You are expected to join from the agreed assigned date as per this letter as the company makes resource and work arrangements in anticipation of your joining date. The company stands to lose time, resources and work commitment to third parties like clients on delay or no joining. If you are not able to join on time for any reason, please inform the company at the earliest & take permission. Any default in joining late or not joining shall be treated as breach of bond, unless approved.

#### **6. Closing**

We are excited about you joining the Company, and do believe that the experience shall be rewarding both for you and the Company.

As you have probably found out during your interviews with us, the Company has a solid, growing business, a capable management team and a strong financial position, with a proven track record of growth. Also, we believe that we shall be able to draw on your past experiences and the impressive capabilities that you possess. We shall endeavor to provide you with enormous opportunities for continued personal and professional growth. We are convinced that you shall be a strong contributor and great asset for the Company.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy (attached) to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

#### **7. Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

#### **8. Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

#### **9. Past Records**

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

#### **10. Termination of employment**

During the probationary period and any extension thereof, your services may be terminated upon non-performing parameter without any liable notice period. However, on confirmation, the services

can be terminated by giving 60 days' notice or salary in lieu thereof by employee's side or 30 days' notice or salary in lieu thereof by employer's side. You are required to follow a professional conduct at all time, if you are found involved in any misconduct or criminal activity, you can be terminated immediately without any notice period during probation or even if you have been confirmed by the company.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

#### **11. Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

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Vivek Singhal

CEO - Mango IT Solutions

<DATE>

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

ACCEPTED AND AGREED:

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Signature

Name:

Date:

### **EMPLOYEE UNDERTAKING TO MANGO IT SOLUTIONS**

#### **TO WHOMSOEVER IT MAY CONCERN**

In consideration of my employment or my continued employment, as the case may be, by Mango IT Solutions (hereinafter referred as the "Company"), I agree as follows:

As long as I shall remain in the employment of the Company, I shall devote my whole time and ability to the service of the Company and I shall perform my duties faithfully and diligently.

I Shall not during my employment or thereafter use or disclose to other without prior written consent of the Company, any secret "know-how", confidential or secret technical information or other confidential information relative to the business of the Company, obtained by me while in the employment of the Company. Upon leaving the company, I shall not take with me any confidential



data, drawings or information (in the form of techniques, processes, systems, formulae, designs, statistics, records or otherwise) obtained by me as the result of my employment, or any reproduction thereof. All such Company property and all copies thereof shall be surrendered to the Company on termination or at any time on request.

I have a professional obligation to protect and strictly maintain the confidentiality of all non-public information obtained during the course of my employment with the Company.

I have fiduciary duty to the Company, its associate companies and its clients to protect and maintain the confidentiality of any information relating to their affairs. My obligations also extend to information concerning the Company's personnel. Their compensation plans, their status with the company or their professional plans also is non-public and proprietary information, which I have an obligation to keep confidential, and which may not be used by me for my benefit or benefit of others. I hereby assign to the Company, without charge, all my rights, title and interest in and to all original works of authorship fixed in any legible form prepared by me, solely or jointly with others, within the scope of my employment with the Company.

In consideration of the Company allowing me to carry out my contract work at its offices, I hereby undertake that I will keep the information confidential and will not use it for my own or another's benefit or disclose it to any other person, firm or company.

Signature:

Name:

Date:

**3. Joining of a New employee** – Once a member joins Mango IT Solutions, he becomes a part of the team. We extend a warm welcome to the new joiner.

On the date of joining, the HR department welcomes a new joiner in following way –

**a) Welcome Kit** – The HR department gives a Welcome kit to new employee which contains following things –

- **HR Policy manual**- Employee has to sign on each page and that needs to be filed along with employee's document
- **Company's Identity Card (Access Card) & Finger print Thumb impression**
- **Notepad & Pen**
- **Give important numbers of the company officials including board number, admin & HR cell phone numbers and email address.**

**b) Floral Welcome** – On behalf of the management, HR extends a floral welcome to new joiner with a Rose Bud and Dairy Milk chocolate.

**Work station & system allotment** – It's the duty of HR & Admin member to make prior arrangement of a computer system with complete installation of the required software for the new joiner. Also the HR & Admin member must arrange the work station in advance for the new joiner.

**Opening Salary Account** – Once the employee becomes a part of the Organisation, the HR needs to call bank executive to open salary account of new employee. The salary account is opened in Standard Chartered bank within a month from the date of joining of the employee, salary account number record needs to be updated in the SCB account sheet for all the employees. First salary is given by cheque and second month salary onwards in the SCB account.

## 5. Salary/ Compensation policy –

### a) Salary structure of Salaried employees – Following is the segregation of Salary of Salaried employees

I. Basic	Basic & other allowance
II. HRA	
III. Transport Allowance - Rs. 1600	
IV. Medical Allowance - Rs. 1250	
V. Other Allowances	Deduction
VI. Professional Tax	
VII. Provident Fund - Rs. 3600 (optional)	
VIII. TDS - as per govt. rules	

- Terms for deduction of Professional Tax –

Salary range for Professional Tax Ded.	Amount in Rupees of Pro. Tax
Below Rs. 18,750	Nil
18,750 to 25,000	Rs.125
25,000 to 33,333	Rs.167
Above Rs. 33,333	Rs.208

### b) Process of Salary preparation –

#### Steps before the preparation of salary

1. On the first day of a new month, HR calculates the attendance of the past month  
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2. On the basis of Attendance Record, HR related deductions like – Late coming, Non-Intimation or Unapproved leaves are made (Deduction takes place as per the HR policy)  
↓
3. Arrears : HR collects the details of the employees from the Project Managers who have worked extra (on Holidays or taken leave but had to work from home due to urgency) in the last month and add it into the attendance sheet  
↓
4. Finally attendance sheet is forwarded it to the Chairman Sir  
↓

5. The salary sheet is prepared on the basis of the attendance sheet & PF/ESIC Sheet



6. The final salary sheet on letter head along with photocopy is forwarded to bank for salary transfer.

**Note:** Salary is processed on 8<sup>th</sup> or 9<sup>th</sup> of the subsequent month

**c) Points to Remember for Salary Calculation:**

- i. Basic salary should be always more than minimum wages for highly skilled employees whereas for support staff it should be more than or equal to Rs. 9,200/-
- ii. HRA should not be more than For those living in metro cities: 50% of (Basic salary + Dearness allowance) For those living in non-metro cities: 40% of Basic salary also HRA is not included in gross basic salary which means that PF deduction does not takes place for HRA

**d) PF/ ESIC sheet:** PF/ESIC Sheet is mailed to the consultant **on salary day itself** at: vijay.esicpf@gmail.com so that timely payment can be made before last date (15<sup>th</sup> of every month)

**Following points should be taken care in the PF sheet:**

- i. Name and details of Employees (Father's Name, DOB, DOJ, Marital status, Adhaar No., PAN No., Mobile No.) whose PF deduction is taking place should be mentioned in the sheet by unhiding the columns
- ii. Name and details of Employees (Father's Name & Salary) whose PF deduction does not takes place should be mentioned in the bottom of the sheet
- iii. ESIC Sheet needs to be updated along with the details for ESIC cards

**e) PT and TDS Payment:** Amount for professional tax and TDS will be confirmed by the accountant

**TDS Payment Tutorial:**

URL for TDS Payment: <https://www.tin-nsdl.com/guided/guide-e-tax-payment.html>

Choose option: PAY TAX ONLINE

<https://onlineservices.tin.egov-nsdl.com/etaxnew/tdsnontds.jsp>

Or choose option: CHALLAN NO. /ITNS 281

Enter required details:

- 1. Non company deductees
- 2. TDS payable by taxpayer (200)
- 3. TAN- BPLV03781B
- 4. Select the bank: Axis bank

NOTE: Take care of the section under which tax payment needs to be done

**PT Payment Tutorial:**

URL for PT Payment: <https://www.mptreasury.org/mpt/dynamic/cybertreasuryhome.htm>


Choose option: COMMERCIAL TAX

Enter required details:

1. TIN No.- 79969009974
2. Head of Account Name of Act: 0028
3. Purpose: Tax according to return

Note: For individual's PT Payment write the name of the person after company's name

f) Pay Slip format

		<b>Salary Slip for April 2018</b>	
<b>Emp. Name: ABC</b>		Designation: XYZ	
<b>Monthly CTC Rs.: 67,687.00</b>		Employee Code: MISXXXXXX	
Account Number : PQRS		Bank: Standard Chartered Bank	
Days Present (21 Working Days) 5 days/week working	21+0.5	Total EL in hand	14.5+1
Absent Days	0	Leave Without Pay	0
Leave Deduction- Late Coming/ Less Work	0	Leave Balance	16
<b>Earnings</b>		<b>Deductions</b>	
	<b>Amount</b>		<b>Amount</b>
Basic Salary	27075.00	Professional Tax	212.00
HRA	10830.00	TDS	3071.00
Conveyance	1600.00	Misc. Deduction	1980.00
Medical Allowance	1250.00	Leave without Pay	0.00
Special Allowance	26932.00	PF Deduction	1800.00
Leave Encashment	0.00		
Arrears/ Other Em.	0.00		
Total Earnings	67,687	Total Deductions	7,063.00
Net Salary Rs.	60,624	Rupees: Sixty Thousand Six Hundred & Twenty Four Only.	
<i>Well Done..!</i>			
For query please write to: <a href="mailto:hr@mangoitsolutions.com">hr@mangoitsolutions.com</a>			

**15. HR handbook maintenance** – It is the duty of HR to maintain & update the HR handbook timely. He/She must ensure following things –

- I. The HR handbook must be updated once in a year
- II. It should be revised only in coordination with the CEO & the updated book should be approved by the CEO.
- III. The revised version must be numbered accordingly like – MANGO IT SOLUTIONS/Revised1/HR Handbook
- IV. The obsolete HR handbook must be replaced.

## **15. Administration**

### **a) Record Maintenance**

- i. Stock record register  
This register is made for maintaining the stock level and usage of various stock in the company. An observer can easily check the purchase inward and there consumption. At the same time new requisition can also be identified.

Major Heads

#### **I) Stock**

- Grocery
- Bill payments by cheque

#### **II) Consumables**

- Eatables and Cleaning materials
- Medicines
- Distilled water
- Stamp and legal documents

The goods which are consumed on a daily basis in regular working days like eatables and cleaning materials, distilled water, Stamp paper & other legal goods.

#### **III) Other's**

- Stationary and photocopy
- Welcome Rose Bud and cake
- Random order goods
- Incoming – outgoing register
- Computer complaint register
- Vendor directory

Maintaining the records of stationary and photocopies of documents made during the month or days.

On Birthday of Team Member, company provide a Rose-bud to the team member & gift card worth Rs. 500.

Any staff employee when goes out of the organization for some official work need to mention the record about where he/she is going? At what time? For which purpose? At what time he or she returned back?

It may also happen due to some work of the office personnel a person can go out for purchasing some things may be personal.

If any person having a computer problem or facing any issue related to IT need to log a complaint based on requirement the system admin will resolve the issue ASAP.

The contact details of every vendor are to be updated and maintained for different problem and works. It also includes the billing details and payment gateway.

#### **IV) Payments Records**

- Daily flowers for Puja
- Cleaning
- Daily Milk inward
- Snacks

It includes the charges paid to the vendor for any repairs made in the office carpenter, plumber, electrician etc. all the details are kept on one register during the month or year.

Every day fresh garland is bestowed to worship God need to maintain their records for inwards and payment details.

Every month we pay a specific amount to the cleaner. He/she needs to come on daily basis for cleaning all washrooms.

Entry of daily milk consumption is maintained in the register.

#### **Housekeeping & Cleanliness**

The housekeeping and cleanliness needs to be maintained for healthy and hygienic working environment everyday cleaning is to be done by the office boy that is to be monitored by admin personnel and issues are needed to be resolved as soon as possible.

##### **a) Vendor Management**

Vendor management related to procurement & purchase of materials whenever the vendor gets changed or new comes in it need to update in the records of the company.

##### **b) Safety and Security**

- First Aid
- Burglary Alarm System
- Fire safety
- In – Out Card system

The company is having the first aid box equipped with general medicines, ointments, cotton, savlon etc if anything required on medical grounds are treated immediately to keep the employee well at work.

The doors are installed with alarm any misconduct will ensure that alarm will beep so that keeps the office safe from any hazards.

To reduce unwanted loss from fire in every office premises we have placed fire extinguisher they got serviced on every due date to maintain the fire safety.

Every gate is installed with in – out machine, card needs to be punched every time enter and exit so it restricts the entry of an unauthorized person. Only employees can have access to the office premises just to ensure safety for all. Meanwhile we can track the working of an individual.

### **c) Attendance management**

Payroll is to be maintained through biometric machine and attendance register. Every individual punch their in and out time once they come to the organization they also need to mention the time in the register when they come inside and when they leave the office on the same day.

As per the rule a person coming late up to 9:30 A.M. is considered after that it should be marked red if it take some more time need to be informed to team leader or supervisor.

HR needs to prepare this attendance sheet (on excel) on daily basis and Register every month on the last day of the month based on the previous months Salary sheet, and need to follow the same sequence as salary sheet. And the new employee names would be added above the HR Person.