

Dear Employee,

Greetings! Welcome to Bhilwara Infotechnology

As a new Joiner to our Organization, it is important that you go through the below listed points for better understanding about the HR process & policies in place.

1. Joining Formalities

As a mandatory process every employee needs to complete their Joining Formalities on the day of joining or prior to Joining.

You would have already received soft copies of the Joining Kit along with list of documents to be submitted. Soft copy of the filled-in forms has to be first sent to HR for scrutiny/approval. Upon receiving confirmation on corrections, you can make the required changes and take a print out of the updated Joining kit. The filled in Joining Kit hard copy needs to then handed over at BIL Bangalore office (in case of local employee) or dispatch via courier (in case of outstation employee).

Note: Joining Kit can be filled manually by taking a print out or via digitally by downloading **Adobe Acrobat Reader DC**.

2. Appointment Letter

Appointment letter (Soft copy) will be sent to your personal ID after successful completion of joining formalities. Please sign on all 5 sheets (4 Pages of Appointment Letter & 1 Page of Salary Breakup) & mail it back to HR along with your Address. Upon receiving the manually signed Appointment Letter from your end via courier, we will be dispatching the original Appointment Letter on Company Letter Head with authorized signatory to the address shared by you.

3. BIL HRMS Portal (Wallet HR)

Basic details such as your Name, DOJ, DOB, Designation, Location etc. would have been automatically updated from backend. All other details needs to be filled-in by the new joiner upon receiving the login credentials. For updating the details, please follow the below path;

<https://bhilwara.wallethr.com/>

Home ----- > EIP ----- > My Profile

There are 13 fields under My Profile, Click on each field, select edit, update blanks & save. Once all sheets are filled your data will be stored in our HR records.

Note: You would be unable to save if any of the mandatory field is left blank.

4. ID Card / Access Card / Official Email ID

ID card/Access Card & Official Email ID will be provided by the client directly.

On receipt of Official Email ID, pls send a test mail to BIL HR team (debajit.sil@bhilwarainfo.com / sushma@bhilwarainfo.com) for updating HR records.

5. Bank Account / Salary Payout / Salary Slip

- a. **Bank Account** - It is mandatory to open an **ICICI account** for salary credit. Please contact madhurima@bhilwarainfo.com with a CC to (debajit.sil@bhilwarainfo.com & sushma@bhilwarainfo.com) for account opening procedure.
- b. **Salary Payout** - For New Joinees who do not have an ICICI account, Salary will be credited to their Existing account via NEFT between 5th–10th of subsequent month till such time that their ICICI account is activated.

If you already have an ICICI account, please share the account details such as Name as per Bank, Account No, IFSC Code, and Branch Name along with Bank statement to debajit.sil@bhilwarainfo.com & sushma@bhilwarainfo.com on or before 23rd.

Salary for **1st month** will be credited between 5th–10th of subsequent month.
From **2nd month** onwards, salary will be credited by last working day of the month i.e by 30th or 31st

- c. **Salary slip** will be generated and sent to your personal ID within 15th – 20th of the following month.

6. Timesheet

Employees working at the **client location** need to fill up their details in client portal & share the approved timesheet to concerned BIL SPOC. Salary for the subsequent month will be delayed in case if the approved timesheet is not sent to BIL.

7. Leaves

Every Employee is entitled to 20 days of Leave in a year. However, leaves are credited on pro-rata i.e 1.5 days of leave is credited upon completion of each month.

For availing leaves, it is mandatory to take prior mail approval from Project Manager with a CC to BIL HR team / BIL SPOC. Leaves taken without prior approval / intimation to Project Manager & BIL HR, will be considered as Loss of Pay.

Balance Leaves will lapse by the end of FY. Leaves cannot be carry forwarded to the next FY or encashed.

8. Employee State Insurance (ESIC) & Provident Fund (PF)

In case if you have an ESI or PF component in your salary structure, you will be receiving an Email from HR team with the format to be filled up for generation of ESI card (In case of ESI) & generation of UAN & PF no. (In case of PF). Please ensure the same is filled & sent back immediately for further processing.

9. Insurance

All employees joining BIL are covered under 2 types of Insurance Policy via National Insurance

a. Group Medical Insurance (GMC) (Policy period Oct – Sept)

This policy provides coverage towards the medical treatment for the insured person (**Self Coverage of 1 Lac**)

- ❖ **Insurance Login details** will be uploaded in the BIL HRMS portal ID within 2 months from Joining. However, the coverage will be effective from Date of Joining.
- ❖ For Viewing your Login credential in HRMS portal, please follow the below Path
Home ----- > EIP ----- > My Profile ----- > New Fields ----- > Login Credentials
- ❖ For Downloading the Ecard, please visit
<https://fhpl.net/FhplLogins/Ecard/Login.aspx?Type=ecard>

In case of any emergency, please contact BIL HR / Insurance SPOC
(varalakshmi.j@indiainsure.com) for availing cashless benefit.

Claim Procedure

- a) 24 hours of minimum hospitalization is required. BIL & Insurance co. to be notified within 24 hours of hospitalization.
- b) Illness should not have been pre-existing on date of issue of the policy.
- c) Hospital where the patient is getting treated should have minimum 15 beds.
- d) Employees need to carry their Mediclaim Ecard during hospital admission for getting cashless treatment.
- e) For reimbursement of the medical expenses, all bills in original along with hospital discharge sheet, doctor's prescriptions, all scans reports need to be submitted to the insurance company through Bhilwara.

b. Group Personal Accidental Insurance (GPA) (Policy period June to May).

The policy provides coverage towards the accidental treatment for the insured person (Self Only) – The Coverage is based on Individual salary structure at the time of Joining or renewal of the policy.

The Minimum coverage starts from 4Lacs & can go upto 18Lacs depending on your CTC. Higher the CTC, higher the GPA coverage.

The policy will have major coverage like.

- Temporary disability
- Permanent disability
- Death

In case of any accidents the insurance company/Bhilwara needs to be informed within 24 hours. For making a claim under this policy an FIR needs to be lodged at the nearest police station where the accident has occurred.

GPA is applicable in case of Non-Motor related accidental injuries as well.

For all type of claims, Insurance company rules & decisions will be final.

10. Reimbursements:

Reimbursement may or may not be applicable in your case.

If Reimbursement is Applicable

Claim form along with approval/bills to be sent to BIL Finance, Noida

(pratibha.pundir@lnjbhilwara.com) for processing.

For forms received by Finance team on or before 10th - payout will be done by 25th of the same month. For claim forms received post 10th - amount will be transferred by 25th of next month.

For any Adhoc reimbursement - Approval from client end is mandatory. You can write to concerned BIL SPOC with a CC debajit@bhilwarainfo.com / sushma@bhilwarainfo.com for further processing.

11. Income Tax declaration

Employees joining BIL have to submit IT declaration form to Mr. Ravi Batra (ravi.batra@lnjbhilwara.com) before their 1st salary credit. In case of non-submission of declaration, tax will be calculated as per the IT slab and deducted from monthly salary till end of current FY.

Declaration form will be sent to your personal ID on or before the salary credit.

12. Performance Bonus / Leave travel allowance (LTA)

- Performance Bonus – Payable at completion of 1 yr with BIL or as part of full & final settlement, in case of early release.
- Leave Travel Allowance (LTA) – Can be claimed twice in a block of 4 years by providing travel bills such as Flight/Bus/train tickets. Or can be claimed without any bills in which case it would subject to tax.

13. Working Hours & Holiday

Employees deputed at Client side will have to follow work timings & Public holiday as per their respective client policy.

14. Other Queries

For all other queries, pls write to HR team (sushma@bhilwarainfo.com debajit.sil@bhilwarainfo.com & Rishith@bhilwarainfo.com) or

Contact No (Timings): **9.30 AM to 1 PM & 2PM to 6.30 PM**
080-43606634/630/611

Note: All Important Communications from BIL will be sent to your Personal Email ID only. Please ensure to keep a tab on the mails received from our end so that you do not miss out on any important communication.