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	<b>SOP (Manpower Requisition Form - MRF)</b>		

## 1. Policy Statement & Purpose

MRF (Manpower Requisition Form) is the formal request to hire any position(s) in an organization. It is an effective form of Recruitment process, which holds the critical information related to that particular position, which will not only help Management to get clarity about the need for the new position, but also helps Talent Acquisition team to search the manpower to meet the requirement of staffing in adequate numbers to facilitate effective selection of an efficient working force.

At CSM Technologies, MRF is an online form available in Recruitment module in Kwantify, which is used for raising requests of various manpower requirements. Manpower Requirement arises due to below two factors.

- a) New Hiring due to team expansion / new project requirements
- b) Replacement Hiring due to resignation / termination of employee(s)

## 2. Where to raise MRF

MRF is available in Kwantify Recruitment module > MRF > All Request > Create

## 3. Who can raise MRF

- a) Employee of CSM Tech having Grade M8 and above (*Managers / Sr. Managers / AVPs / VPs, as per CSM Hierarchy L3 and L4*) can raise MRF.
- b) Employee(s) from the CEO Office group can raise MRF directly to CEO for final approval.

## 4. RCM Check-Point

- a) Once MRF is raised by concerned employee, RCM will validate the requirement based on internal resource mapping / bench strength.
- b) RCM will take action by proceeding / declining the MRF request with comments.

## 5. Who can Approve MRF

- a) Dept. Head from the respective departments can check and approve MRF as per Treasury / Project budget.
- b) The above Dept. Heads are as per CSM Org structure excluding 'Delivery', 'Quality', 'RCM' and 'L&K'.

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- c) Once the MRF is approved, the Salary details cannot be edited; for revision in salary, a new MRF has to be raised for same position.

## 6. What to raise in MRF

In MRF, the requester has to fill the required details related to that position. These are classified in below parts.

### 6.1 GENERAL REQUIREMENT

In General requirement, the requester has to fill the Work Location, Resource Type (New or Replacement).

#### General Requirement

Reference No.	New
Raised By	Asit Mohanty (01-0318) - Sr. Manager (TA)
Department	<input type="text"/>
Approver	<input type="text"/>
Work Location	<input type="text"/>
Resource Type	New

### 6.2 BUDGET SETTINGS

In Budget settings, the requester has to update (Treasury / Project Budget) as per the planned budget to raise request for hiring.

#### Budget Settings

Budget Type	Treasury Budget
Employee Role	Treasury Budget
Employee Category	Project Budget

#### Treasury Budget

Under Treasury Budget, the requester has to raise request as per Recruitment Calendar approved in the Company Budget for that FY. For any unplanned hiring under this budget, before raising the MRF, Dept. Head to ensure budget revision from the concerned authority.

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TAG team to update the 'Employee Role' and 'Employee Category' details; this will not be accessible to the requester at first level.

### **Project Budget**

Project Budget will be used exclusively for 'Resource Deployment' kind of Employee Role & the resource is to be billed to that specific project budget as per work order. Under Project Budget, The requester has to select any one of the 'Employee Category' like 'IT-FMS Support' / 'Social Media Support' / 'Software Support' based on nature of job. The requester will also fill the other details like type of Project (Work order / Opportunity), Project Name, Engagement period & concerned CSG name.

### **Budget Settings**

Budget Type	Project Budget
Employee Role	Resource Deployment
Employee Category	
Type Of Project	
Project	
Engagement Period (Months)	0
Name of the Business Unit	

Hiring process will be initiated, once the MRF is approved and the type of project is in 'Work order' mode. If it's in 'Opportunity' mode, then the Budget will be changed to 'Treasury Budget' and contingency budget to be used. Contingency budget will be under disposal of Finance. Limit to Contingency Budget to be decided by Finance on case to case basis hiring.

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## 6.3 REQUISITION DETAILS

In Requisition details, the requester has to fill the below fields, which will help the Talent Acquisition team to source relevant profiles post MRF approval.

### Requisition Details

Position	<input type="text"/>
Date of Requisition	05-Aug-2022
No. of Resource Required	1
Expertise (Skill Set)	<input type="text"/>
Qualification and Certification	<input type="text"/>

## 6.4 EXPERIENCE & SALARY DETAILS

In this section, the requester will put the required experience details in MRF. Salary details will be auto-filled from Kwantify based on EQ / Recruitment Budget.

- a) For Treasury budget, Recruitment budget to be used
- b) For Project budget, EQ of the concerned project / contingency budget to be referred
  - i. For work order type, EQ to be referred
  - ii. For opportunity type, budget type will be changed to 'Treasury Budget' and contingency budget to be referred

### Experience

Work Experience	<table> <tr> <td>Min. Years</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Max. Years</td> <td><input type="text" value="0"/></td> </tr> </table>	Min. Years	<input type="text" value="0"/>	Max. Years	<input type="text" value="0"/>
Min. Years	<input type="text" value="0"/>				
Max. Years	<input type="text" value="0"/>				
Salary per Month	<input type="text" value="0"/>				
Comment	<input type="text"/>				

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## 7. MRF Approval Authority

In continuation to the point no. 5, below are the Key members who can approve the MRF.

Sr. No	Department	MRF Approval Authority
1	CEOs Office	Priyadarshi Pany
2	HR, Marketing	Lagna Panda
3	Finance	Manoj Kumar Patra
4	EBG, Admin	Mrutyunjaya Panda
5	Delivery, RCM, L&K, Quality	Sankarsan Dash
6	Operations	Alok Kumar Basiston
7	IT	Prafulla Kumar Parida

Please refer the MRF Process flow in next page.

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### Process Flow:

