

Document Identification

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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	Souvik

1. POLICY PURPOSE

The purpose of this policy is to manage risk involved in the company investments in the new as well as existing employees

2. POLICY SCOPE

The policy is applicable to all categories of employees wherever bond is applied in the organisation

3. POLICY DESCRIPTION

The organization signs a bond or security deposit in lieu of the planned investment in the identified employees for training or continuous education.

The bond may associate with security deposit for all selective new joiners.

The employees are paid back the security deposit if they fulfil the return criteria.

Any employee fail to meet the terms and conditions are not eligible for claim on bond.

4. POLICY DEPLOYMENT

The HR department in coordination with Business Heads need to plan the number of trainees and the list of programs and duration, expenses before executing the activities.

The HR department have to maintain the records of all the bonds and ensure effective storage , retention, retrieval, disposal

5. POLICY REVIEW

The policy need to be reviewed once in year by top management as part of quality management system review