

	<b>Employee Records Management</b>	HRPO22
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## Document Identification

<b>Title</b>	<b>Employee Records Management</b>
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<b>Owner</b>	<b>Priya</b>
<b>Author(s)</b>	<b>Rabindra</b>
<b>Approver(s)</b>	<b>Souvik</b>
<b>Releaser</b>	<b>MR</b>
<b>Confidentiality</b>	<b>Company Internal</b>

## REVISION HISTORY

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

## 1. POLICY PURPOSE

The objective of this policy is to provide a systematic process for the recording and storing of

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employee records.

## 2. POLICY SCOPE

The policy is applicable to all categories of employees of the organization

## 3. POLICY DESCRIPTION


### Employee Number

Every employee will be issued an Employee code on appointment with the Company which should be used for all future communication within the Company. Eg. Payroll, loan applications, expense reports etc.

### Personal File

Personal files will be created for every new employee. Each file will contain the following duly completed and signed documents:

1. Application for Employment with a recent photograph attached;
2. Manpower Requisition Form;
3. Appointment Letter;
4. Employees' Declaration and Undertaking (if any);
5. Provident Fund (PF) Declaration, Nomination and Transfer Forms;
6. Gratuity Nomination Form;
7. Medical Insurance Form;
8. Forms 12b and 12c under Income Tax Rules;
9. Copy of salary computation details / salary proposal form;
10. Copies of all relevant "certified true copy" documents such as detailed marks cards, academic / professional certificates;
11. Bank account number;
12. Copy of relieving letter and service certificate from the previous employer (if applicable);
13. Certificate of last drawn salary;
14. Salary certificate (Form 16);
15. Copy of Valid Passport;

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16. Copy of work permit (for foreign employees only).

17. Copy of PAN Number

### **Furnishing of documents**

To ensure that new employees receive their 1st month pay on time, new employees are required to submit the documents listed on or before their first day of work.

### **System Update**

All new employees' particulars as per list above shall be entered into the HR system by the 20th of the month for processing of pay roll.

The audit list of the respective staff must be printed. It must be checked and signed before filing into the Personal file.

### **Other Relevant Documents**

Relevant documents in the Personal File shall also include the following:

Performance Appraisal Forms;

All letters related to employee's movement;

All letters related to salary / bonus;

Statutory Documents;

Financial Loan Application;

Letters pertaining to Disciplinary Actions initiated (if any).

When an employee resigns from the service of the company, the Human Resources Department will retrieve the Personal File from the filing cabinet, file the following documents and close the file.

Resignation Letter

Exit Checklist

Exit Interview Form

Relieving Letter


Final Settlement Copy

Acknowledged copies of relieving letter and final settlement

### **Responsibility**

The Personal Files will be updated and maintained by the Human Resources Department. It must not be removed from the Human Resources Department at any circumstances.

### **Access Rights**

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The information contained in the Personal Files is classified as “Confidential”. Only the Head of Department will be granted access to the Personal Files of their direct subordinates.

### **Record Keeping**

The Personal Files which have unblemished record will be preserved in the Office for a period of Three Years (3) from the date of relieving the employee from the service. If required necessary data will be scanned and maintained in a CD for future reference. After computerising the required data the files will be destroyed in appropriate manner i.e. by shredding the entire file.

## **4. POLICY DEPLOYMENT**

The HR department is responsible to manage the records of employees in coordination with all managers.

## **5. POLICY REVIEW**

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review