


Document Identification

Title	Marriage Gift Policy
Document Id	HRPO11
Revision Number	1.0
Release date	18/01/2013
Status	Released
Owner	Priya
Author(s)	Rabindra
Approver(s)	Souvik
Releaser	MR
Confidentiality	Company Internal

REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/02/2013	Initial Release	Rabindra	Souvik

	Marriage Gift Policy	HRPO11
---	-----------------------------	--------

1. POLICY PURPOSE

The Purpose of this policy is to make one time payment to the employee on the occasion of his/her marriage.

2. POLICY SCOPE

All eligible employees who are on permanent rolls of the company & on direct contract

3. POLICY DESCRIPTION

The Company will make a payment of Rs 5000/- to the employee on his/her first marriage.

The payment will be, as far as possible, in the form of a “Gift Cheque “. It will be handed over by the Business Group Head/ Section Manager on or before the day of the marriage.

This payment shall be one time payment

4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

5. POLICY REVIEW

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