



Stipend Policy

Version – 1.1

Revision History

Version	Date	Author	Major Changes
1.0	01/06/2019	Kruti Shah	Initial Version
1.1	01/01/2022	Kruti Shah	Changes related to mode of payment

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Stipend Policy (Effective from: 01/01/2022, Version 1.1)

Applicability:

- Candidate who will be joining Techforce as an Intern/ Trainee, will be eligible to get stipend as decided during interview process.
- Candidate who will be required training before going for employment with Techforce will also get stipend instead of salary, Duration and amount will be decided at the time of interview.

Mode of Payment:

- Trainee/ Intern will receive an online transfer in their personal bank account as per the details provided by them to HR.
- If candidate does not have bank account with any bank, company will not do online transfer or provide a cheque on their relative's name, it will be candidate's responsibility to get a bank account opened.
- They will not be eligible to get benefit of company provided bank salary account.

Date Range of Stipend Payment:

- As per Company's norms and processes candidate will get stipend on the start of next month between 5th to 10th date for current month's working.
- This date is subject to change by company on account of week off or long holidays during these dates.

Stipend Calculation:

- If candidate is taking leave for exam for more than 15 calendar days, the stipend will be calculated for total attendant days at service.