

**BLUE BOOK**  
**ON**  
**EMPLOYMENT POLICY, PROCEDURES & RULES**

**PUBLICATION - January, 2025**

**Be effective from 1<sup>st</sup> January, 2025 superseding all other earlier publications**



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## **Preface**

The Company has travelled a reasonably long way of around 24 years with its Human Resource Policy. From the onset only, there was a sincere attempt to inculcate an employment policy and procedure where each & every member could identify his own authority and responsibility as well as resonate with the team obligation. Well laid down rules, regulations, procedures and practices helps an Employee to manifest his activities, understanding the holistic requirements and boundaries of Company's Employment Policy.

The current version/publication of the Blue Book has been updated & modified after analyzing the practical situation faced over years and in tandem with the larger vision of the Company. Moreover this new version has emphasized and has given direction for encouraging Employees who can adopt multi task and learn new skills, relevant to the growth of the Company.

The Blue Book is meant for understanding of the Employment Policy, procedures and rules of the Company by 1) a Candidate willing to join our Company, 2) a candidate who has been offered an appointment in our Company and 3) valued Employees working with us.

The policies, procedures and rules declared in this publication will be effective from 01/01/2025 and will supercede all other earlier publications or any written or verbal communication during interview, appointment or later.

If any valued existing Employee or well wisher of the Company, have any suggestion can communicate at the E-mail id: [hr@prismkolkata.com](mailto:hr@prismkolkata.com), referring the appropriate clause.

Tanima Ghosh  
Manager-HR & Admin  
01<sup>st</sup> January, 2025

**Note from Directors**

It's a great professional satisfaction that our small but valuable HR team is in constant endeavor to delve into the evolving Employment policies of the current day industry in one hand and problems and requirements of our own Employees on the other hand.

The Company has embarked into a long term vision of becoming a niche and leading Engineering and Project Management Consultancy organization of Eastern India and East and far East neighboring countries. The Company has also envisaged a short term mission of becoming a Listed Company by 2027. This vision and mission can only be achieved by an organized team of Employees. Accordingly, the entire HR policy has to be in tandem with that objective.

We hope this new publication will help the Company and it's Employees to fulfill that.

Arnob Roy  
Sanjay Majumder  
Director  
01<sup>st</sup> January, 2025

**INDEX**

<b>CHAPTER</b>	<b>CONTENT</b>	<b>PAGE NO.</b>
Chapter I	Recruitment	04
Chapter II	Joining, Commencing & Retiring	07
Chapter III	Additional Facilities	09
Chapter IV	General procedures & rules	12
Chapter V	Grade Index, Performance Index & Asset Index	16
Chapter VI	Different Incentive Schemes	18
Chapter VII	Disciplinary action & Grievance redressal	19
Chapter VIII	Resignation, Termination & Discharge	20
Chapter IX	Tables	22

## **Chapter -I**

### **Recruitment Policy**

#### **1.0 Policy declaration**

The Company, in general, shall recruit and carry on with only professionally competent & medically fit candidates with relevant qualifications, experience and ability in one hand and potential for development on the other hand. The Company may also recruit inexperienced candidates with relevant qualification or formal training and unqualified candidates but with high background of practical experience or on job training, depending upon special situations.

The Company shall recruit only on the basis of any vacancy or requirement of very near future or on replacement of an existing employee who has retired or has been terminated.

The Company shall prefer candidate referred by existing Employees. Also existing Employees shall get score in their Performance Evaluation as well as an incentive by referring good candidates.

#### **2.0 Recruitment procedure**

Applications are invited, throughout the year, based on vacancy or recruitment in near future. Received applications with photo & CV are immediately processed and shortlisted one called for interview. Interview will be done on face to face or through video/tele call. After interview the candidate may be recruited, paneled or rejected.

If selected for recruitment, the candidate is given the engagement letter, HR data form & related forms. On acceptance of the engagement letter, submission of the HR data form filled up, verification of the relevant testimonials and submission of medical fitness certificate, the recruitment process is over. It is considered that the Candidate has accepted the offer after proper studying and understanding the entire Blue Book. An Admin & Technical Induction is conducted at the time of document submission.

### **3.0 Salient features of the engagement letter**

#### **3.1 Testimonials**

The following testimonials to be submitted during recruitment-

- a. Photo ID Card (PAN/ Voter/ Passport & Adhar)
- b. Address Proof (Voter/ Passport)
- c. Medical fit certificate from a MBBS doctor with Reg. No.
- d. Certificate for Educational Qualification from recognized Board/University.
- e. Certification of Professional Experience from past Organization.
- f. Certificate of training taken (if any) from recognized training body.
- g. 2 copies of passport size photo.

Originals of all testimonials to be shown and self attested Xerox copies to be submitted. If any of the documents were found to be forged, even later on, it will be considered as breach of Employment Contract and disciplinary action taken accordingly.

#### **3.2 Probation Period**

There will be a probation period of 6 months after which the Employee may be confirmed, subject to proper performance, medical fitness and potential to develop. On confirmation, the Employee can work till retirement age subject to proper performance, medical fitness, maintenance of discipline and Company having relevant job in hand.

#### **3.3 Posting**

Employees have to unconditionally work at any posting location as per requirement of the Company.

#### **3.4 Notice period for resignation or termination**

A 7 day's notice during probation period and 30 days notice after confirmation has to be maintained from either side.

### **3.5 HR designation**

The engagement letter will reflect the HR designation fixed for the candidate. The following are the standard HR designation in ascending order

Assistant --- Junior Executive --- Executive --- Assistant Manager --- Dy. Manager --- Manager --- Sr. Manager

### **3.6 Job description**

A job description for the Employee shall be enclosed along with the engagement letter. The job description may change in later date through written communication, during transfer, promotion or any other situation as per requirement of the Company.

### **3.7 Retirement age**

The retirement age is 60 years. Retired Employee or new candidate of age beyond 60 years can be associated with the Company but in different types of Terms & Condition.

### **3.8 Miscellaneous**

Employee shall not work anywhere else directly or indirectly, full time or part time during Employment with the Company.

Employee have to fulfill the 'Job description' issued to him during appointment or subsequently, to satisfaction of 'Reporting to'.

PF, ESIC, P. Tax, Gratuity, Maternity and all other statutory benefit etc. shall be as per law.

Members who are under ESIC must submit family details within 5 days of joining. After that take a post card size family photo & send that to HR for preparing ESIC card.

Members who are under PF must submit E - KYC (Pan & Bank account) through UAN.

**Chapter –II****Joining, Commencing & Retiring****4.0 Joining & Commencing****4.1 Joining date**

An Employee shall join to duty on a mutually agreed date subject to a maximum of 45 calendar dates from date of engagement letter.

**4.2.1 Joining procedure****4.2.1 Documentation**

An Employee shall collect the 'Joining Report' from Project Admin at Project in the day of joining. The 'Joining Report' should reflect the following-

- a. Employee code
- b. Name
- c. Joining date
- d. Posting
- e. Reporting to
- f. HR designation
- g. Work designation

After joining to duty an Employee must ensure that his 'Joining Report' is duly signed by the 'Reporting to', a copy given to him and a copy send to HR at Head Office. After joining Line Manager conduct Induction training for him. Both will sign on Induction Training Report & submit to HR.

**4.2.2 Communication**

After joining an Employee must note down the following for day to day use.

- a. Name & cell no. of 'Reporting to'
- b. From which E-mail id he shall communicate for work purpose
- c. Employee joining in HR designation of Manager and above shall be given Visiting Card, from 3<sup>rd</sup> month of his joining. The HR at H.O. will issue the card box.



### **4.2.3 Induction**

At the time of documentation, an employee will go through an Induction Programme in H. O. 1<sup>st</sup> part will be regarding administration & will be conducted by HR. 2<sup>nd</sup> part will be regarding technical working system of our Company & conducted by our technical staff. Beside that another Induction Programme is conducted in site by the Line Manager regarding the relevant information & own job description.

### **4.2.4 Joining mess for outstation posting**

If an Employee is posted outstation, he shall take detail instruction for lodging & messing from HR/Admin at H.O. He should also note down the self items that need to be carried for lodging and messing. Employee on joining the mess should take note of the monthly mess contribution to be done, from colleagues. Deductions will be done from Messers for any type of damages in Company Guest House done by him.

### **4.2.5 Reimbursement**

If an Employee is posted outstation, he is entitled to reimbursement for first travel from home to posting as per schedule in Table A.

## **5.0 Retiring**

**5.1** The retirement age of the Company is 60 years on the official date of birth.

**5.2** After retirement an Employee will be released as in cl. 31 of Chapter-VIII.

**Chapter –III****Additional Facilities****6.0 Incentive & bonus**

The Company may give incentive to some Employees depending on their nature of job, as extended part of their salary. Company also have different incentive schemes for referring good manpower, providing any marketing lead & proper diary maintenance. Details is in Chapter-VI.

The Company do not have policy of festival bonus. Special bonus may be declared against specific event, as per prerogative of the Board.

**7.0 Insurance**

The Company have Group Accident Insurance Policy, with New India Assurance Company covering the Employees posted in construction projects site if he is not under the pervue of ESIC. In case of any accident, the Employee gets benefit/reimbursement as per the Terms of Reference of the policy. The Employee have to provide necessary documents to claim for the same, the details of which can be obtained from HR.

The Company does not provide any other reimbursement or facility beyond normal employment terms, apart from the policy referred above, in case of any accident, on duty.

In case an Employee is not covered by the Group Accident Insurance Policy, will be provided reimbursement for any medical expense, post any accident on duty, at per to the TOR of the Insurance Policy.

However no reimbursement will be given for accident in off duty.

**8.0 Reimbursement for odd hours**

If any Employee have to report to duty or have to stay back to duty beyond normal working hours, the Company may provide reimbursement for transportation and or tiffin, based on recommendation from 'Reporting to'.

## **9.0 Mess facility**

**9.1** The Company will provide bachelor accommodation to members posted outstation. The messing infrastructures (Utensils, Oven, LPG etc.) and basic furniture (Bed, Bedroll etc.) will be provided by the Company. The electricity and water charges (if any) will also be borne by the Company. The consumables for food to be procured by the Messers on cost sharing basis.

**9.2** The Company may provide full time cook for the mess. If Company cannot provide Cook, the Messers have to hire one on contract and the Company will provide reimbursement as per actual, on his / her bank account. The fooding expense of the cook also will be borne by the Company, if he/she is full time.

**9.3** The Company will provide additional reimbursement for domestic cleaning service as per actual, subject to a maximum of Rs. 3,000/- per month, if not providing a full time cook.

## **10.0 Family accommodation**

The Company may only provide a reimbursement for family accommodation to any Employees if specially approved by the Board, considering the requirement. 10% of the gross salary will be provided as maximum reimbursement.

## **11.0 Reimbursement for mobile expenses**

The Company will provide reimbursement for mobile expenses for official purpose, as per actual requirement, based on recommendation from 'Reporting to'. The payment will be done against proper invoice. All members should give proper payment print out to the Site Admin.

## **12.0 Reimbursement for transportation**

The Company will provide reimbursement for any movement for official purpose.

The Company will not provide any reimbursement for transportation from Home to Workplace/H.O. and back or from Guest House to Project Site.

### **13.0 PF, ESIC, Gratuity & Maternity Benefit etc.**

The Company has PF, ESIC, Gratuity & Maternity Benefit etc. facility as per standard prevailing law.

### **14.0 Encashment of leave**

#### **14.1 Earn leave**

An Employee can save a maximum of 60 Earn leaves in his employment tenure for encashment. Encashment of Earn leave saved in a year can be done from after the calendar year to the time of retirement or early leaving, as per desire of the Employee, with a two months advance notice to the Company. The rate of Computation will be based on the salary at the end of previous year. Further, Employee can take leave from his/her previous year leave balance, in lieu of leave encashment. Further the Company have the prerogative to compensate the accumulated leaves through giving mandatory leaves.

#### **14.2 Compensatory leave**

If an Employee works in a declared holiday or do not get a weekly off day or have to work equal to or more than 14 hours in a particular day, he will be entitled to compensatory leave. The Company will either provide the Employee alternative off days to neutralize the compensatory leaves or will provide encashment.

## **Chapter –IV**

### **General Procedures and rules**

#### **15.0 Communication modes**

##### **15.1 Application**

The Employee can appeal to the Company on any issues through an Application hand written/typed on white paper or by E-mail. The application should be addressed to 'Reporting to' with a cc to HR.

##### **15.2 Intra office memo**

The Company will communicate with any Employee or a group of Employees on any issue through Intra office memo. The Intra office memo can be signed by any Employee authorized by the Board, on that subject.

##### **15.3 Letter**

The Company may communicate with any specific Employee through letter, if it is a serious matter concerning that Employee. The letter can be signed by any Employee authorized by the Board, on that subject.

#### **16.0 Working hours**

**16.1** The Head office of the Company will operate from 10 AM to 6 PM on normal week days and 10 AM to 3 PM on Saturday. The Head office will remain closed on Sunday and other declared holidays.

**16.2** The duty roster and time at Project will be as decided by the Project In-charge considering maximum 12 working hours per day.

**16.3** If an Employee is late by 15 minutes, he will be marked late and three late will be considered as a casual leave. Attendance after 2 hours from schedule duty hour will be treated as a half day. In case of taking half leave the cut off time will be 2 PM.

**16.4** Company use an attendance app for employees. At the time of joining all must take guideline from HR how to give attendance in that app. All members should open their location in smartphone.

## **17.0 Dress Code**

**17.1** From Monday to Friday all Employees should wear formal dress. On Saturday and Sunday Employees can wear informal dress within the limitation of suitability in work place.

**17.2** At Project all Employees should use safety gears as per norms and direction of Project In-charge. Company shall provide or reimburse for the safety gears. Company may penalize an Employee for non compliance to safety norms.

## **18.0 Leaves & Holidays**

### **18.1 Earn leave**

An Employee is entitled to maximum of 07 Earn leaves per annum, subject to prior approval from 'Reporting to', provided he/she is a confirmed employee. Employees in probation period do not enjoy Earn Leave.

### **18.2 Casual leave**

An Employee is entitled to maximum of 07 Casual leaves but not more than 2 days at a time and not sandwiching holidays in between, irrespective of his/her confirmation.

### **18.3 Medical leave**

An Employee is entitled to maximum of 10 Medical leaves. Employee have to provide relevant document (Atleast from a MBBS doctor), if the leave is more than one day at a time, irrespective of his/her confirmation.

### **18.4 General rules**

All leaves need to be recorded in the 'standard yellow form' of the Company. The Company will not entertain any leave if an Employee is absent more than a day after sending a SMS or E-mail intimation. The Company will prefer a pre approval in yellow form or atleast through a telecall with the 'Reporting to'. Again if an Employee extends his/her leave, without strong reason the Company will not entertain that. In all such cases the leaves will be unauthorized and will neither be adjusted with leave nor the days be considered while computing the

Blue Book  
monthly salary. It will lead to short salary. An Employee should handover all keys and necessary documents to relevant colleague as per the direction of 'Reporting to', before taking leave. Further he should inform his colleague and 'Reporting to' about works which need to be taken care during his absence. All members can check their monthly leave & pay slip in 'teancraft.in' with the help of given ID & password.

## **18.5 Holidays**

The Company will publish Holiday list, calendar year wise. There shall be a list for Head Office and a list for Projects. In the Head office list, all holidays are compulsory. In the Project list, there are some Restricted Holidays (RH) and an Employee can choose 7 Holidays out of the RHs. Balance holidays of the list are compulsory.

If an Employee have to work in any Holiday he/she will be entitled to compulsory leaves as per details in cl. no. 15.2.

## **19.0 Salary**

### **19.1 Salary disbursement**

Salary will be disbursed through A/c payee cheque or online transfer. P. Tax will be deducted from monthly salary. PF & ESIC if applicable, will be deducted from monthly salary. TDS will be deducted from salary every year in the month of February, after proper computation.

### **19.2 Loans**

An Employee, if confirmed can apply for loans. Application to be done to HR but forwarded by 'Reporting to'. Application to be done atleast 15 days ahead of requirement. Company will accept application for amount maximum upto 50% of gross salary of that Employee or Rs. 10,000/- whichever is lower. Loans will be adjusted in equal installments of maximum 3 months. Sanctioning of loan is exclusively prerogative of Board.

## **20.0 Transferability**

All the Employees are unconditionally subject to transfer at location as per requirement of the Company. If any Employee denies transfer, it will be considered as breach of Employment

Blue Book terms. However an Employee can accept a transfer with a letter to put him back to his home/desired station at an early date. The Company will consider him, in case of nearest such requirement.

Outstation posting means posting outside of any member home state. For outstation posting member will get an outstation allowance. It will be revoked when he will return to his home state.

Member may also get difficult area allowance if posting will be in hilly area, where the communication system is poor depending on Management decision.

### **21.0 Joining to Client or other agency**

If an Employee joins the Clients Company or any Company working in the same Project/Assignment where the Employee was posted, within 30 days from leaving from the Company, will be considered as breach of loyalty towards Company. As a penalty, one month's salary will be deducted from final settlement of the Employee.



## **Chapter –V**

### **Grade Index, Performance Index & Asset Index**

#### **22.0 Grade Index**

All members joining the organization are put to a Grade (G6 to G1 in ascending order) based on his relevant academic qualification, work experience, formal training, perception during interview & soundness of reference from industry person. The details of Grade is given in Table B.

The joining HR designation is based on the Grade assigned to the member at the time of joining, based on Table C.

After joining this Grade has no function to play in evaluation, promotion, increment etc. Therefore this is merely a classification at the time of joining only.

#### **23.0 Salary Fixation**

After probation period the Salary will be fixed based on the Asset Index. All upcoming increment etc. will be based on Asset Index.

#### **24.0 Policy declaration**

The Company shall prefer, support and promote Employees who have relevant qualifications & trainings, working with the Company for long time, deliver effective performance and maintain professional discipline.

The Company shall evaluate the performance of each Employee at an interval of every 6 months, fix the 'Performance Index' & 'Asset Index' and decide on his/her increment or promotion based on that. The basic evaluation should be done by the 'Reporting to' and the final evaluation done by the Board.

#### **24.1 Performance Index**

The performance evaluation of each Employee shall be done at an interval of six months from the month of confirmation. The evaluation to be done on parameters as per Table D. The weightage of each parameter for an Employee shall be set by HR as per the job description of that Employee. In Performance Index 'Special Quality' parameter is very

important. There is no scope to set weightage. The score will be multiple of 10 & it will effect directly on total accumulated score. Scoring will be done by the 'Reporting to' and finalizes by the Board. Highest score of each parameter shall be 10. The Company have four performance Index from P4 to P1 (P4-Poor, P3-needs Improvement, P2-Satisfactory and P1-Good). The overall Performance Index will be calculated based on average of maximum last three Performance evaluation. The scores of Performance evaluation will be fed to respective column of Asset Index.

## **24.2 Asset Index**

The Company have four Asset Index from A4 to A1 (A4-Liability, A3-Under Observation, A2-Asset and A1-Valuable Asset) in ascending order. The Asset Index of each Employee shall be set based on the Table E from the first evaluation. One point per year will be deducted if proper document is not submitted regarding previous work experience. Red card will be counted upto last six months from the evaluation. The final Promotion & Increment will be decided on the Asset Index.

## **24.3 Increment based on Asset Index**

Table F gives a guideline / idea of the Increment based on Asset Index. However, Management may decide to go for Increment beyond Table F as per their prerogative. All increment will be done percentage of gross salary.

## **Chapter –VI**

### **Different Incentive Schemes**

#### **25.0 Different Incentive Schemes**

The Company has rolled out some unique schemes to score and earn more, for all employees. In this incentive schemes member will score points. 1 point is equivalent to Rs.100/-. Apart from incentive it will help score in Performance Evaluation.

#### **25.1 For providing any Marketing Lead**

If any member can provide any information of prospective Project or Client to Manager - Business Development at Head Office using which Marketing team can approach the Client and finally land up in succeeding to submit the Quotation, the member will score 10 incentive point. Now if the order matures, the same member will score another 20 incentive point.

#### **25.2 For referring Good Manpower**

If any member refers any good manpower relevant to our Company, of whatever category may be and finally he/she is recruited by the Company, the said member will score 20 incentive point. HR informs in Company Whatsup group whenever there is any requirement of new manpower.

#### **25.3 For Proper Diary Maintenance**

Company issue Diary every year to all members. A best Diary maintenance award of 25 points will be given in the month of December to the member who does so, after proper evaluation.

## **Chapter –VII**

### **Disciplinary action & grievance redressal**

#### **26.0 Disciplinary action**

If an Employee undertakes activities which is not acceptable in terms of Goodwill of Company, Professional discipline, Loyalty towards Company, Required moral standards, Ethics and or Employment terms, he/she will be subjected to disciplinary action. In such cases, at first a 'Show Cause' letter will be served to the Employee by the HR, through his/her 'Reporting to', which need to be replied within three working days. If the reply is not received within three working days or if the reply is not satisfactory, the Company may decide to take disciplinary action. During the period from issue of 'Show Cause' letter to decision by the Company, the Employee may not be allowed to continue his/her duty. If the Company finds his/her reply satisfactory that period will not be adjusted from entitled leave or deducted from salary. The disciplinary action may vary from minor financial penalty, reduction of EL or to termination of service. If the Company decides to terminate the service on disciplinary ground, standard notice period as mentioned in cl.no.29.1 is not required. Depending upon the gravity of the breach of discipline, the Company may issue a Red Card to an Employee. The number of Red Cards issued to an Employee has impact on his/her Asset Index as in Table D.

#### **27.0 Grievance redressal**

The Company appreciates that an Employee may have some grievances in terms of his work environment, messing or any other issue. In such situation the Employee can send an application to the HR explaining his/her reason for grievance. The HR will take initiative to explain him/her or address the reason within reasonable time. If the Employee is not satisfied with that, he/she can apply to the Board/Directors directly, referring the history.

## **Chapter –VIII**

### **Resignation, Termination & Discharge**

#### **28.0 Resignation**

#### **28.1 Notice period**

An Employee can resign from job serving proper notice period as following

- a. For confirmed Employee - 30days
- b. For Employee in probation period -7 days

If an Employee fails to give such notice period, adjustment shall be done from his/her final settlement on pro rata basis.

#### **28.2 Resignation letter**

The resignation letter or notice for resignation should be a letter /E-mail to HR but forwarded by the 'Reporting to'. The letter should clearly mention the effective date. E-mails to be done from any E-mails id where full name of the Employee is reflected.

#### **28.3 General**

If an Employee leaves the Company without any resignation letter, it will be considered to be a resignation without notice period and the effective date will be considered to be the day after last working day. If an Employee resigns during leave, his/her last working day will be considered as an effective date. If an Employee posted outstation resigns, the Company will not reimburse his/her return travel expenses.

#### **29.0 Termination**

The Company may terminate an Employee due to non performance, breach of discipline, not being medically fit or non availability of relevant job. The notice period will be same as cl. no.29.1. However if the termination is for breach of discipline or lack of medical fitness the Company may not give notice period. If an Employee posted outstation is terminated, the Company will reimburse his/her return travel expenses.

### **30.0 Release**

#### **30.1 Handover Procedure**

In case of resignation, termination and also for retirement the Employee have to properly handover his/her responsibilities, documents, hardwares, keys etc. to the 'Reporting to' or any colleague earmarked by the 'Reporting to'. Reporting to & Admin Manager will fill up the Exit Clearance Checklist & send it to HR at H.O. If any member unable to go through his handover procedure, the Company is not liable to close his F & F settlement.

#### **30.2 Release**

An Employee after resignation, termination or retirement will be formally released by HR at H.O. subject to Receipt of internal clearance report within 30days of leaving. On release the Employee will get a) Certificate of work experience b) Final settlement and c) A memento from Company.

The Company may deny Experience Certificate for an Employee who have not given proper notice period for resignation and or Employee who have been terminated due to breach of discipline.

#### **30.3 Final settlement**

Once the Employee unconditionally accepts the final settlement sheet prepared by the HR, it goes to Accounts for disbursement.

Table A

## Entitlement

HR Designation	Class of travelling by rail or bus	Accommodation if posted outside	Local movement reimbursement	Entitled expenditure on tour will be as per actual subject to a maximum of
DGM / SENIOR MANAGER	AC-II/CC	Single room in guest house	Private vehicle or taxi	Rs. 1,200.00/- day for fooding & Rs. 3,000/- day for hotel accommodation
MANAGER	AC-II/CC	Single room in guest house	Public transport	Rs. 1,000/- day for fooding & Rs. 2,800/- day for hotel accommodation
DY. MANAGER	AC-III/CC	Twin shared room in guest house	Public transport	Rs. 900/- day for fooding & Rs. 2,500/- day for hotel accommodation
ASST. MANAGER	AC-III/CC	Three shared room in guest house	Public transport	Rs. 800/- day for fooding & Rs.2,300/- day for hotel accommodation
EXECUTIVE/ JUNIOR EXECUTIVE	Sleeper/2S	Three shared room in guest house	Public transport	Rs. 700/- day for fooding & Rs. 2,000.00/- day for hotel accommodation
ASSISTANT	Sleeper/2S	Common space	Public transport	Rs. 600/- day for fooding & Rs. 1,500.00/- day for hotel accommodation

Note : If our Guest House is existing at the location of travel, everyone should try to take food there & pay the stipulated amount to the Mess Manager

Table B

## Schedule for Grade Index

Parameters	Academic Qualification related to the job	Years of relevant professional experience	Special relevant training	Interview perception (F.M.=100)	Referral (F.M.=100)	Total
Weightage	30%	30%	20%	15%	5%	
Score	Post Graduation=100	Per year of experience=8	Per training=50			
	Graduation=75					
	Diploma=50					
	10+2/I.T.I=25					
	10=10					

**A) For Engineers :-**

- If total score > 60 = G1
- If total score 51 - 60 = G2
- If total score 41 - 50 = G3
- If total score 31 - 40 = G4
- If total score 26 - 30 = G5
- If total score  $\leq$  25 = G6

**B) For Others :-**

- If total score >70 = G1
- If total score 61 - 70 = G2
- If total score 51 - 60 = G3
- If total score 41 - 50 = G4
- If total score 31 - 40 = G5
- If total score  $\leq$  30 = G6

Note : The Grade Score is only noted to fix designation & salary at the time of joining. It has no use after joining.



Table C

## Grade Index related to HR Designation

## A) For Engineers :-

Grade Index	Joining HR Designation
G6 (Upto 25)	Assistant
G5 (25 - 30)	Junior Executive
G4 (31 - 40)	Executive
G3 (41 - 50)	Assistant Manager
G2 (51 - 60)	Deputy Manager
G1 (Above 60)	Manager

## B) For Others :-

Grade Index	Joining HR Designation
G6 (Upto 30)	Assistant
G5 (31 - 40)	Junior Executive
G4 (41 - 50)	Executive
G3 (51 - 60)	Assistant Manager
G2 (61 - 70)	Deputy Manager
G1 (Above 70)	Manager

Note : This is a basic guideline for fixation of designation & salary at the time of joining. However HR can take special decision on designation.

**Table D****Performance Evaluation Parameters**

<b>Sl. No</b>	<b>Appraisal Criteria</b>	<b>Weightage (A)</b>	<b>Your Score(B)</b>	<b>Full Marks(C)</b>
1	Own skill	Knowledge of work		10
		Error free job		10
		Reporting skill		10
		Self aggressiveness		10
		Presentation ability		10
2	Communication skill	E-Mail / WA writing		10
		Client/External body Communication		10
3	Discipline	Attendance consistency		10
		Dress code / Cleanliness		10
4	Confidence	Taking up new skill		10
		Personality		
		Self Reliant		10
5	Ability to work under critical condition	Delivery under pressure		10
		Overcome errors committed by himself or subordinate		10
6	Loyalty towards organization	Taking care of interest of the Organization		10
		Referring good manpower for recruitment		
		Referring new Client/Project		10
7	Feedback from Client			10
8	Interest & result of training			10
9	Working fitness			10
10	Special quality (If any)			Details Enclosed
<b>Weighted Total=Sum of (AxB) or Sum of (AxC)</b>		100		1000
<b>Total Score ( ___/1000*100)</b>				

Performance Index: upto 40%=Poor,41%-60%= Needs Improvement,61%-80%=Satisfactory, Above 80%=Good

Overall performance index in the last max three evaluation = Score of each added / 3 or no of evaluation if less than 3

Weightage will be as per HR Designation and Job Description, to be set by HR for individual

Table E

## Schedule for Asset Index

Parameters	Academic Qualification related to the job from Grade A institution (*)	Years of relevant professional experience	Years of working with the Company	Special relevant training	Current Performance Index	Overall Performance Index in tenure with the Company	No. of Red Memo (Deduction)	Net Score
Weightage	15%	5%	15%	5%	45%	15%		
Score	Post Graduation=100	Per yr. of Experience=4	Per yr.=5 if posted at hometown and Per yr.=10 if posted at outstation	Per Training=25	Good=75	Good=75	(-) No. of red card X 10	
	Graduation=75				Satisfactory=60	Satisfactory=60		
	Diploma=50				Needs Improvement=40	Needs Improvement=40		
	10+2/I.T.I=25				Poor=0	Poor=0		
	10=10							

**Score**

Above 70 - Valuable Asset (A1)

51 - 70 - Asset (A2)

41 - 50 - Likely to be Asset (A3)

Upto 40 - Under observation (A4)

\* For Grade B &amp; C Institutions, the score will get reduced by 25% in each notch.

**Table F****Guideline on Increment based on Asset Index**

<b>Performance Index Score</b>	<b>Increment</b>
Under observation (A4)	NIL
Likely to be Asset (A3)	5.0% Increment on Gross Salary
Asset (A2)	7.5% Increment on Gross Salary
Valuable Asset (A1)	10% increment on Gross Salary

Note : Please note that this is a general guideline and Management can decide on other increment as per their evaluation & situation.