

**Employe**

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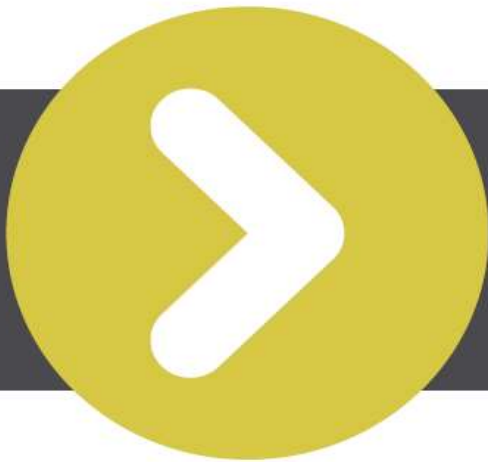
# HR @ SURAJ Estate Developers Ltd.



**Policies & Procedures**

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# Dear Employee

This handbook has been designed exclusively for you, to introduce you to the policies of the Company. This will also give you an idea of the benefits provided by the company to which you may be eligible. You could use this handbook as and when you are in doubt.

For your queries on the details of the policies as well as for all your future amendments, please contact the HR Dept.

This policy is meant for internal circulation within Suraj Estate Developers only. Proliferation of this in any form outside Suraj Estate Developers is strictly prohibited and will have penal consequences.



## **Corporate Profile**

### **Vision**

To be an iconic real estate construction brand in India, by staying at the forefront of design excellence, quality development and timely delivery.

### **Policy & Procedure Purpose**

The Suraj Estate Developers Ltd Human Resources Policy and Procedures Manual has been developed to clearly define & facilitate the implementation of Suraj Estate Developers Ltd policies on human resource management.

The Manual provides guidelines to be followed in the administration of these policies, and assists all employees in defining who is responsible for each human resource management decision, and the correct procedure which is to be followed.

The policies specified within are consistent with those of best practice management principles. They have the full support and commitment of Suraj Estate Developers Ltd management.

HR policies must be kept current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or for new procedures to be added.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. This should be provided by email.

These policies and procedures apply to all areas of operations within Suraj Estate Developers Ltd and related entities.



## **Personal Conduct**

### **Policy Statement**

Suraj Estate Developer Ltd expects its employees to achieve and maintain a high standard of ethics, professional conduct and work performance to ensure the Company maintains its reputation with all internal and external stakeholders.

### **Objective**

To enhance Suraj Estate Developers Ltd reputation as a quality service provider and an enjoyable, stimulating and challenging place to work.

### **Application**

The policy will be seen to be successfully applied when all employees are seen to perform their duties professionally with skill, care and diligence.

### **This includes:**

- Observing Suraj Estate Developers Ltd policies and procedures
- Treating colleagues with courtesy and with respect for their rights, duties and aspirations
- Employees who do not conform to this standard of conduct will be subject to disciplinary action as detailed in this manual



## **Recruitment & Selection Policy**

People are the biggest strategic advantage for **Suraj Estate Developers Ltd.** business and are an important dimension given the unique culture that exists. This policy clarifies and defines the Company's position on Recruitment and Selection with respect to sources of recruitment and the selection processes and standards.

At **Suraj Estate Developers Ltd.**, we aim to attract the best talent available in the industry and hire the RIGHT people at RIGHT role at RIGHT time. The recruitment is carried in a fair and transparent manner, where the selection of the candidate is subjective to his possessing the required qualifications, competencies, skills and relevant experience and the company's cost considerations.

### **Objective**

- Define the way we plan for manpower
- To ensure that we hire people with the right set of skills and DNA
- Ensure that we have minimal errors on recruitment of personnel
- Outline the sources of Recruitment
- Establish and adhere to the recruitment process,

### **Scope**

Applies to all divisions and across all levels within **Suraj Estate Developers Ltd.**

### **Manpower Planning**

- The required manpower will be decided upon company's requirement
- Department Heads shall be responsible for forecasting and advising HR Department of their human resource requirements in conjunction with the approved budget from the management.
- Depending upon the exigencies of business, the **Suraj Estate Developers Ltd.** will have the flexibility to recruit employees on fixed-duration contracts

### **Staffing Requisition**

The Company reserves the right to staff any position with a candidate from outside who satisfies the capability requirements of the position

### **Sources of Recruitment**

Below mentioned sources of recruitment will be adopted whilst filling any position.



**Internal:** To nurture high potential talents by providing them suitable career growth opportunities within the organization, efforts would always be made to fill in specific vacancies from its existing human resource pool .

- Internal Job postings: The Company reserves the right to fill vacancies through internal job posting, the process for which will be circulated by the Company from time to time.

**External:** The Company reserves the right to use the following sources as some of the other channels to assist in the recruitment process:

- Data base: Resumes from previous applicants may be stored. These may be accesses for suitable positions.
- Head Hunt: HR may opt for head hunting for senior positions.
- Search Engines: Suitable applications can be solicited through job postings on web portals as well as through mining from the databases of such portals.
- Advertisements: Companies may use ads to invite job applications. These ads may be placed in newspapers, professional or business journals.
- Walk Ins: Direct applications may be invited and a database of the same be created for future requirements.
- Consultants: The Company may avail consultants services for bulk positions. HR department takes assistance of such consultants who have a clear contract with the company on the terms of service. If a suitable application is received from consultant, with whom no such contract exists, then the Company will first enter in to a contract with such consultant before availing its services, provided their terms are similar to the regular consultants.

### Selection Process

1. Source Activation: Request for resource is raised by the Concerned department head and given to the HR team through Manpower Requisition Forms (MRF)
2. Search Process: Recruitment Sources CV's from various sources stated above.
3. Screening of CV's:

The initial screening of candidates on the basis of their resumes will be conducted by the HR department, depending on the appointment level

4. Conducting interviews:
  - HR dept shall prepare interview schedules and inform the short listed candidates.

- The interview schedule shall clearly mention the time, date, venue & constitution of the selection panel for the interviews.
- All interviewers will be given the candidate specification, job description and interview assessment form.
- The interview process would be facilitated by the HR Department.
- There will be Three rounds of interviews
  - i. The preliminary round of interview would be taken by HR. In case of external consultants, the preliminary interview would be conducted by them, followed by HR.
  - ii. The next round of interview will be held with the immediate supervisor for technical assessment.
  - iii. The final round will be held with the management.

5. Reference Checks:

- Reference checks are mandatory for all the level of hiring. This is done through email or phone. The outcome is captured and attached to the incumbent's personal file.
- Before issuing an employment offer, the candidate is required to provide at least two professional references if requested by the Company.
- The HR Department will need to follow up on these references to verify the professional expertise, performance and competencies of the candidates.
- The HR Department will further not be required to share the feedback received from the referees with the candidate.
- The HR Department will be responsible for verification of age and qualifications of selected candidates

6. Offer:

- The Selected candidate is made an offer. The offer remains valid for 3 days from the date of issue.

7. Acceptance:

- The candidate to whom the offer letter has been given, signs a duplicate copy of the said letter as a token of his acceptance of the offer and its terms and conditions.

8. Appointment Letter:

- The candidate on joining shall be issued appointment letter giving all the details regarding – Salary, Probation/ confirmation, Increments and other terms and conditions of employment. The candidate has to sign a duplicate copy of the appointment letter as a token of his acceptance.

9. Updating of Records:





- At the time of joining the Company, the HR Department will specify the type and nature of information that should be submitted. The acknowledged copies of the appointment and offer letter are filed in the personal file of the employee along with the following documents:
- Relieving Letter from previous company
- Duly filled in Personal Information Form
- Interview Evaluation Sheet
- Copies of educational and professional qualifications
- Reference check details
- Photograph (Passport size)
- Address Proof
- Age Proof

Post joining, employees have the responsibility to make sure that the HR Department is updated of any changes in personal details. This is important because it may affect provident fund, gratuity and personal taxation. Notifiable changes include:

- Change of Address
- Change of marital status
- Change of name
- Additional educational qualifications obtained
- Change of person to be notified in case of emergency
- Change of beneficiary
- Change in number of children
- Change in relationship to an existing employee

### **Terms of Employment**

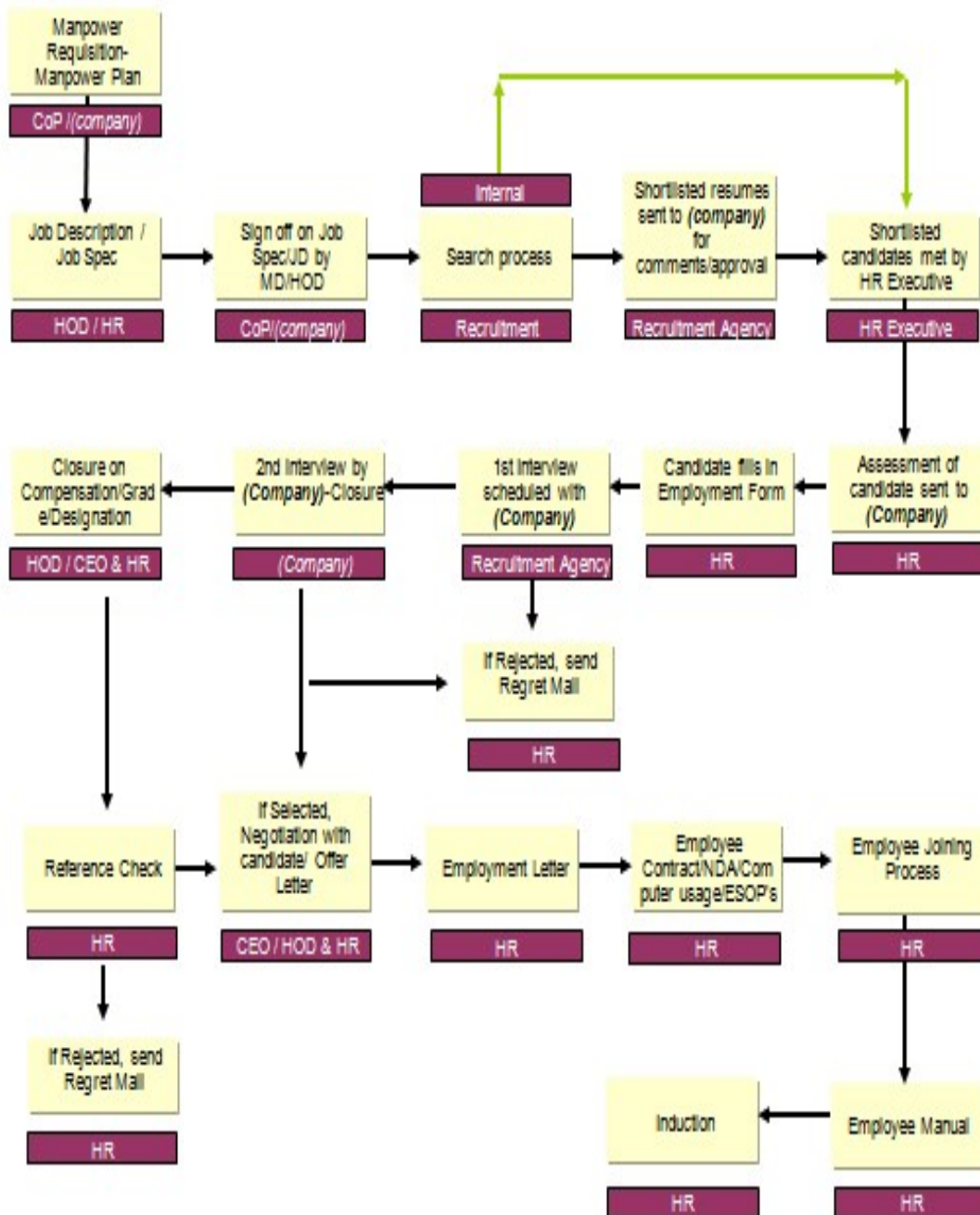
The terms of employment will be as per the details contained in the offer letter. The Company reserves the right to amend, alter, and / or change any or all the terms and conditions governing employment. The Company will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon will be binding on all employees

The employment contract is a contract between the individual employee and the organization and the terms of contract will be individual to each employee. Hence, all employees are expected not to share the terms of contract with others including fellow employees.

The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented and gathered during the employment process. Any misrepresentation (intentional or unintentional), falsification, or material omission of facts on the employment application or in interview(s) may result in

rejection of the application for employment or termination of employment by the Company.

**Recruitment & Selection Flow Chart**





**STAFF REQUISITION FORM**

<b>Date:</b>	<b>Department :</b>	
	<b>Location :</b>	
<b>Designation :</b>	<b>Grade :</b>	
	<b>Budgeted Compensation (CTC) :</b>	
<b>No. Required :</b>	<i>Is the position budgeted in the business plan:    Yes/No</i>	
<b>By When:</b>		<b>If No, appropriate justifications for the vacancy:</b>
<b>Position not required after:</b>		
<b>Is the Company ready to lift notice period: YES/No</b>		
<b>Educational /Technical Qualifications :</b>		
<b>ESSENTIAL:</b>		
<b>DESIRABLE:</b>		

**Nature of Essential Experience:**

**Reasons for recruitment**



- Retirement
- Termination/Dismissal
- Resignation
- New Vacancy

(Please provide details if recruitment is towards a new vacancy)

**JOB DESCRIPTION**

<b>DESIGNATION/ TITLE :-</b>	
<b>REPORTING TO</b>	
<b>NUMBER OF REPORTS</b>	
<b>LOCATION</b>	
<b>OBJECTIVE</b>	
<b>KEY RESPONSIBILITIES</b>	

**JOB SPECIFICATION**

(Include essential Competencies, skills and Personality attributes) of the incumbent

<b>YEARS OF EXPERIENCE/AGE</b>	
<b>QUALIFICATION</b>	
<b>TARGET INDUSTRIES</b>	
<b>PREVIOUS EXPERIENCE</b>	
<b>COMPETENCIES</b>	



<b>COMPENSATION</b>	

**Reporting to:**

**No of direct reports:**

**Functions supervised:**

**Target Companies/Industries:**

**Signature of Dept. Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval of the M.D. for Recruitment:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Head-HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_



(To be filled in by H.R. Department)

Approximate total emoluments (C.T.C.):

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C.T.C. of other employees doing similar work:

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Is an advertisement required to fill up the position, if approved:

**Name of Publication:**

**Size :**

**Cost:**

Comments /Recommendations of Head H.R.:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sanctioned / Not Sanctioned**

**MANAGING DIRECTOR**

***post selection details***

Date of Commencement of Search	
Date of Completion of Search	
Time taken to fill up the Vacancy	
Name of the Consultant	
Cost of Recruitment:	
Budgeted cost	
Actual cost	



### JOB APPLICATION FORM

Position Applied For: \_\_\_\_\_

#### PERSONAL INFORMATION

Name : \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email address: \_\_\_\_\_

#### ACADEMIC QUALIFICATIONS

Date		Schools/Institutions Attended	Qualifications Obtained	Subjects/Grades
From	To			

#### OTHER QUALIFICATIONS / COURSES ATTENDED / AWARDS ATTAINED

Date		Qualifications / Awards Obtained	Awarding Institution
From	To		



**EMPLOYMENT HISTORY**

Date		Firm/Institution (in chronological order)	Position Held	Key Responsibilities	Reason(s) for Leaving
From	To				

**DETAILS OF CURRENT EMPLOYMENT**

Present Employer: \_\_\_\_\_ Designation: \_\_\_\_\_

Present monthly salary: \_\_\_\_\_ Bonus: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Notice required (to end present employment): \_\_\_\_\_ (weeks)

Reason for leaving: \_\_\_\_\_





**EXPECTED MONTHLY SALARY:** \_\_\_\_\_

**REFEREES**

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**REASON(S) FOR APPLYING FOR THIS JOB**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I verify that the above information is correct to the best of my knowledge.  
I accept that providing false information deliberately could result in my dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Joining & Induction Process

### **Importance of Orientation and Induction**

Every employee has his moments of anxiety while joining a new organization. Therefore it is in the interest of the Organizations to remove these anxieties and make new employees comfortable and productive. Unless employees learn enough to feel comfortable, they can experience uncertainty and stress.

A well-organized orientation & induction reminds new hires they made the right decision. A good orientation program leaves a lasting impression on newly hired employees.

It has been observed that most often employees that leave within the first 30-60 days are because of a poor induction.

Most often individuals contemplate on re-joining their previous organizations if their welcome and induction is weakly handled.

### **Objective of an induction:**

- **Educational aspect:** Providing the new joinee with consistent and accurate information, include knowledge about the company, its policies and procedures, organizational structure, and the employee's specific job functions. Many orientation programs focus on these elements at the exclusion of the others.
- **Psychological aspect:** This aspect eases anxiety associated with being the "new kid," include a warm and sincere welcome, communicating what is expected of him or her, and expressing confidence in his or her ability to perform well and make a valuable contribution to the company.
- **Social aspect:** This aspect promotes the feeling of "**fitting in**," include facilitated interaction with individuals both inside and outside the new hire's work group. If the company offers opportunities to get together in a non-work setting - such as a cricket team or events planning committee - new hires should be made aware of them during their orientation.

**Suraj Estate Developers will orient and induct every new member that joins the Company to enable them to comprehensively understand about the Company and its business, mission/core values, enable them to settle down in their roles expeditiously and are able to see the larger picture in a very short time.**

Every employee must be appropriately oriented right from the time of joining. The Company must give every new member a feeling that he or she is wanted and important.

First impressions make a lasting impact on the professionalism of the Company. Some of the steps to assimilate a new recruit into the fold:

- ➔ On every offer letter extended to a candidate, pen down a personal note highlighting your trust and confidence in the person. Mention how you are eagerly looking forward to the person making a difference etc.
- ➔ After the offer is made and until the candidate joins, have a continuous wire with the candidate. It would also be a good idea to meet informally once in a fortnight. This is particularly important for senior candidates.
- ➔ A few days before the candidate joins, ensure that his/her visiting cards, laptop, Sim card, email id etc. is taken care of so that the employee does not have to expend time on such trivial things and can quickly settle in the role. It also gives the candidate a preview of the Company's professionalism and the concern for employees.
- ➔ On the day of joining, set out a note to the Organization introducing the employee and highlighting his/her previous achievements. Also make a mention of how the person is poised to make a difference.

Each new recruit should be put through a comprehensive induction programme that will share the following aspects:

- About the Company, its genesis, promoters, investors and business partners.
- The Core values and the way of life at Suraj Estate Developers Ltd
- Product, services and business model.
- Challenges for the Business.
- Different functions and how each function contributes to the business objectives.
- Personnel policies and processes.
- Reward systems, appraisal mechanisms and growth opportunities.
- Competencies for success at Suraj Estate Developers Ltd.
- Expectations from the Supervisor and other functions.

Each Functional Head must take out time to meet with the new recruit and as much as possible avoid delegating this activity to other members in the team. This should be followed by an intensive specialized induction for the respective function in which the candidate is joining.

**For HR professionals, a robust Orientation and Induction programme is a high octane visibility initiative that has bearings on the individual's performance and capability. It's recognized by both the Supervisors and Employees.**

#### **Assignment of a Buddy**

Companies have a concept of assigning a buddy. A buddy is a person who is assigned to the new joiner to help in getting started and assisting him on operational assistance. The buddy makes the employee feel at home and indoctrinates him into the culture of the Company. The buddy also helps the employee with explaining the who's who. Ideally



someone from the same departments must be assigned or someone who has some common interest that will encourage the new joinee to connect with the buddy. For instance-from the same college, common interests etc. The buddy must be well versed with the organization and its culture.

Joining/Welcome Kit:

1. Know Me Form
2. Induction Evaluation Form
3. Holiday List
4. Letter(Offer & Appointment) & Bank Account Forms
5. Joining Checklist

### KNOW ME

1. Please fill up this form in full in your own handwriting. Incomplete applications will not be considered.
2. Attach extra sheet if space provided is insufficient
3. Any information that is wrongly furnished or any material information that is suppressed will render the applicant ineligible, or if discovered after signing of contract of services, will constitute material grounds for termination of the contract of services.
4. **SURAJ ESTATE DEVELOPERS LTD.** recruitment is solely merit-based. In case any officer of the company or outsider has caused you to believe otherwise, please report this to the HR immediately.

Position:			AFFIX RECENT
<b>1. PERSONAL DATA</b>			
A) Name: Mr. / Mrs. / Ms.			
	<i>(Surname)</i>	<i>(First Name)</i> <i>(Middle Name)</i>	
B) Date Of Birth:		Age	
C) Place Of Birth (Dist. State) :			
D) Current Address:			
E) Phone(Landline) :		Phone (Mobile):	
F) Email :			
G) Religion :		H) Nationality :	



I) Marital Status :	Single	Married	Divorced	Widowed
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J) Languages Known : (Please Start With Your Mother Tongue)

Languages (Please Tick)	Speak			Read			Write		
	Fair	Good	Fluent	Fair	Good	Fluent	Fair	Good	Fluent

K) Family Background

Relationship	Name	Age	Educational / Qualifications	Employer*	Designation / Occupation*
Father					
Mother					
BROTHER/S					
SISTER/S					
Spouse					
Children					

K) Passport Details

Passport Number:	
Valid Upto:	
Countries Visited:	

**2. ACADEMIC DETAILS**

A) Details Of Qualifications : (attach xerox copies)

School / College /	Exam /	Period	Electives /	Board /	Class /
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Institution	Degree / Diploma	FROM MTH. YR.	TO MTH. YR.	Principal Subjects	University	Grade %
Full Time Courses						
PartTime Courses/ Diploma/S						

**B) Scholarships / Awards Received (Attach Xerox Copies)**


**c) Special Training / Short Courses Attended: (Project Work, Course Assignments, Technical Training, Etc.)  
(Attach Xerox Copies)**

Training /Course	Institution / Location	Period		Details
		FROM	TO	

**D) Extra Curricular Activities / Hobbies / Interest : (Please Highlight Your Special Talents)**


**E) Memberships Of Professional Bodies / Associations:**

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**3. EMPLOYMENT DETAILS**

a) Details Of Experience : *(Please Begin With Present Employer)*

Name & Address Of Employer	Position Held	Period		Total Ctc	Reasons For Leaving
		FROM	TO		

B) Have You Been Convicted In Any Criminal Case:

C) Any Major Surgery/Ailment During The Last Six Months.

D) Have You Ever Been Terminated/Removed From Your Job? If So State Where And Why

E) Joining Date \_\_\_\_\_

F) Have You Ever Worked For Or Applied To The Company Or Other Group Companies In The Past?

If So, Please Mention The Post Applied For

G) State If Any Relative Is / Was Associated With **Suraj Estate Developers Ltd.** Or Other Group Company :

Name	Designation / Location	Relationship

**4. REFERENCES**

*(Other Than Relatives)*

	NAME	POSITION / DESIGNATION	ADDRESS	TEL. NO.
1.				
2.				
3.				



Please furnish any other information that is relevant :

**DECLARATION :**

I hereby declare that the information furnished above is true and to the best of my knowledge and will form the basis of the contract of services at **Suraj Estate Developers Ltd**

Date:

Signature:

Place:

Name of the Candidate:

**Probation/Assessment and Confirmation Policy**

Probation Assessment Procedure

**Objective -**

A process that evaluates probationers for the purpose of confirmation, extension of probation or discharge.

The purpose of the probation assessment process is to:

- Ascertain the progress of the employee during the probation period and indicate whether he/she should be confirmed in the services.
- Evaluate the alignment and fitment of the member with the culture and values of the Company.
- Provide the employee with clarity of the job and its responsibilities.
- Set targets and deliverables for the year under review.
- Get a feedback from the employee on how well he/she has settled in the role given and to trace the areas of difficulties faced by the employee.
- Assess/counsel the employee on specific areas of improvement.
- The probation period is of 6 months



## **Operating Procedure**

New Employee signs the Appointment letter as an acceptance to the clauses & terms applicable for employment, which include the details regarding probation.

Confirmation date is monitored through H.R.Dept.

15 days prior to the confirmation due date, HR will send the Probation Evaluation Form (*Annexure 1*) along with an email to the employee's supervisor informing/reminding the supervisor about the upcoming confirmation.

The HR Dept. is also required to furnish details on the first page of the Probationer's Evaluation Form.

In case the Manager/Supervisor forgets to process the probation process, the HR Executive must remind on the due date of confirmation, 1 week after confirmation and 2 weeks after confirmation-During the second reminder the escalation must be to HR Manager and the Functional/Divisional Head.

The Supervisor fills in the assessment required as per the form. Please refer and read carefully the guidelines on the form.

Prior to assessment, the appraisal must be discussed with the Employee to understand how well he/she is finding the job and the difficulties faced on the job. A joint discussion is held between the superior & the concerned employee.

Post the discussion the superior/employer on Probation Assessment Form recommends whether the employee is to be confirmed, probation extended or whether the services are to be terminated.

After the reviewer has put down his comments the form, duly filled in must be returned to the HR Department for necessary action.

Before confirmation the appointment letter must be perused to check for any special conditions mentioned or increment to be awarded.

If the Employee is to be confirmed:

- i. HR issues the confirmation letter and obtains an acknowledgement (*Annexure 2*). Subsequently the Performance Evaluation Form and the copy of the confirmation letter is maintained in the personnel file of the employee and a record is made in the career progression form.

If the Employee's service is to be terminated:

- i. HR issues a termination letter & initiates the Separation Process. Records

are retained in the file.

If the Probation period is to be extended:

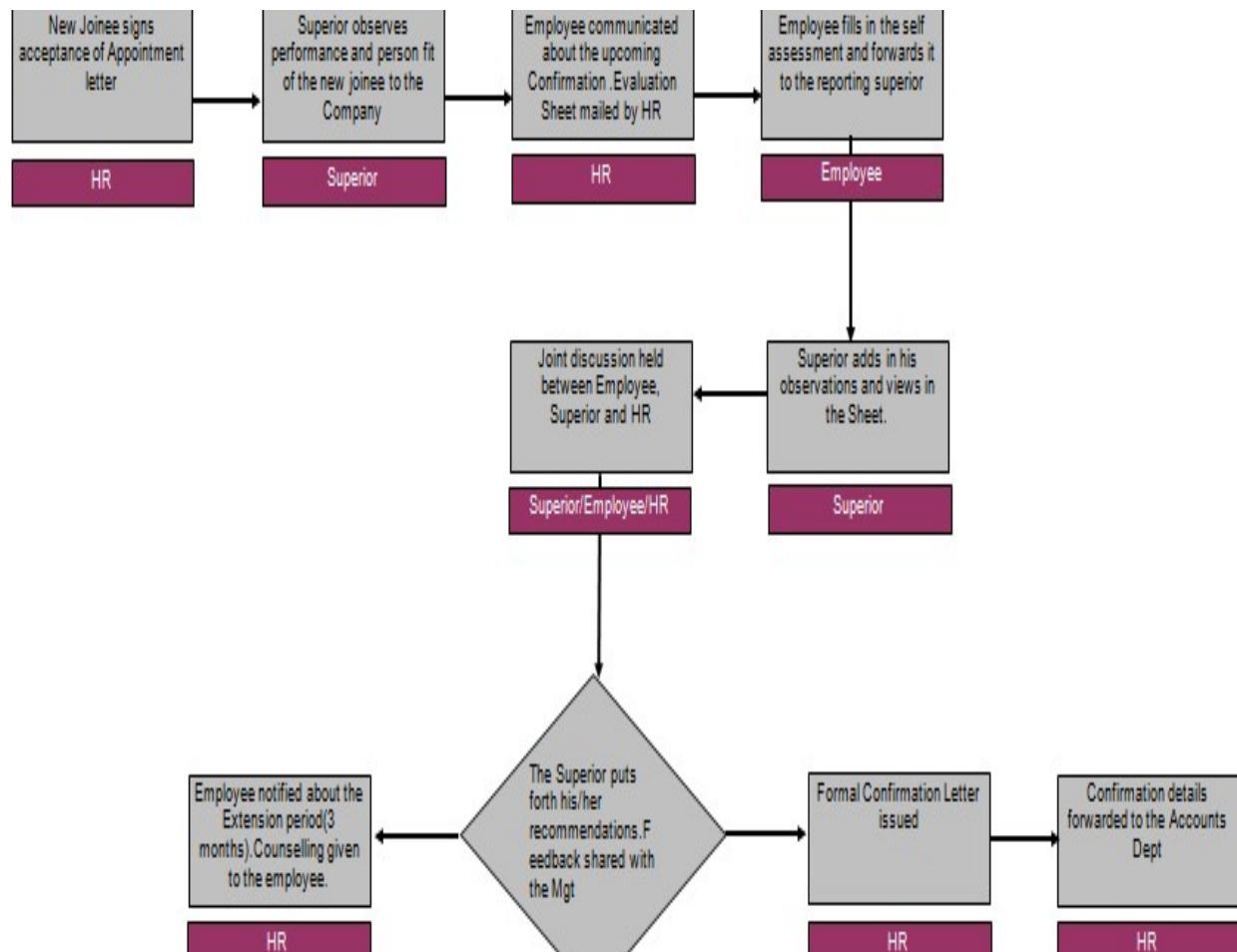
- i. Inform the HR Manager
- ii. The communication in such instances must be jointly initiated by HR and the immediate superior.
- iii. HR issues an extension letter and obtains an acknowledgement (*Annexure3*). Subsequently the Performance Evaluation Form and the copy of the extension letter are maintained in the personnel file of the employee.
- iv. Generally it is advisable to recommend either confirmation or termination. Extension of probation must be recommended only in cases where it is felt that there is a definite scope and potential for improvement in performance.
- v. Repeat step 1 to 8 if the employee's probation is extended along with the fresh form the old probation form is also attached.

#### **Details**

- All newly recruited employees will be on probation for a 6 months as mentioned in their employment agreement. The Senior Management may at its discretion waiver the probation period for employees at select levels.
- Employees on probation will be bound by the same set of rules, regulations and norms in matters of conduct, business standards and responsibilities as the confirmed employees
- During the probationary period, the Department/Function Head shall observe the performance of the new employee.
- Upon receiving the endorsement from the Department/ Function Head to confirm the new employee, a letter of confirmation will be issued by the HR Department.

- The probationary period can be extended if the Company is of the opinion that an additional period of observation and assessment is required.
- During the probationary period, employment can be severed by either party giving specified period of notice as mentioned in the Appointment letter. The Company reserves the right to give the employee notice pay in lieu of notice. The acceptance of separation and the last date of work will be communicated to the employee by the management.

### Probation & Confirmation Process & Flow Chart



## Work Hours and Attendance

### **Objective**

To ensure a flexible work culture to facilitate achievement of business goals

### **Details**

#### **Work Hours and Attendance**

The working days of the Company will be from Monday to Saturday. The timings would be as under:

Days/ Timings	Monday – Saturday (Office Staff)	Monday – Saturday (Site Staff)	Monday – Saturday (Rehabilitation Staff)
Time in	10:00 am	10:00 am	11:00 am
Time out	6:30 pm	6:30 pm	7:30 pm

### **General Guidelines**

- I. Depending on the demands of the job role and exigencies of work, the employee may be required to work on different work timings. The employee may contact his superior and HR in case of any variation required.
- II. Sales & Marketing department timings solely depends on the Markets, however they will have a minimum of 8.30 hrs working

### **Working Days for Site Employees**

- I. The working days for site employees will be from Monday to Sunday. All the employees working on project sites will be required to work as per the project

- requirements.
- II. The work timing would be from 10:00 am to 6:30pm except that of rehabilitation department which is 11:00 am to 7:30 pm. However, depending on the demands of a project, the employee maybe required to work on different work timings.
  - III. The employee may contact his/her superior and HR in case of any variation required.

#### **Weekly offs**

- I. Sunday will be the weekly off.
- II. An employee specifically for sales is expected to work on Sundays and public holidays which can be adjusted as a compensatory off.
- III. Employees working on Sundays or on public holidays will be entitled for one compensatory off on regular working day which should be availed within 3 months days of leave taken.
- IV. The comp off can only be availed with prior approval from the immediate supervisor and HR department

#### **Lunch hours**

Company allows for 30 minutes of lunch break in the day. Such lunch breaks could be taken anytime between 1:30 pm and 2:30 pm on a staggered schedule so that an employee's absence does not create a problem for co-workers / clients.

#### **Attendance and Overtime Guidelines**

All employees (full time or otherwise) are required to mark their attendance daily by using the biometrics system installed in the office premises. The attendance register needs to be signed in case the employee is not able to mark his/her attendance on the biometrics system due to having work outside office. At the end of the month, HR would prepare a consolidated attendance record based on which each employee's salary will be calculated.

#### **Note:**

Regular attendance is a necessary condition for Employment. Employees are expected to work as per schedule and on time.

Employees are expected to be punctual at work. If an employee anticipates leave or late arrival, he/she must inform his/her immediate supervisor as well as H.R well in advance via phone call or sms.

The Attendance & overtime rules are as follows.



Thrice, a grace time of 30 minutes will be allowed in a week, employee coming late more than 3 times in a week will be penalized with the deductions of 1 of his/her per day salary.

If the employee is required to report late or leave early office because of any inevitable factors, latest an employee should report to work is 12.00 and earliest can leave by 4.30 pm only with prior notification from immediate supervisor as well as HR. This will be allowed only twice in a month, thereon for such incidence it would be marked as half day.

Notwithstanding what has been mentioned above, the Supervisor may disapprove or withdraw some of the above concessions because of work exigencies. These would be one-off and isolated cases.

***Absence from office***

- I. Any employee, who is outside the office during working hours, should ensure that his/her immediate superior and HR are aware of his/her whereabouts.
- II. Unauthorized absence from office or absence from office without prior approval from the immediate superior will be considered as indiscipline and will be dealt with accordingly.

## Leave Policy

### Objective

To provide guidelines for permissible leaves

### Scope

All employees of the company

### Leave Entitlement

This policy sets out the employee's entitlements for leave and the procedure for availing, Privilege Leave, Sick Leave, Casual Leave and Maternity Leave and Paternity Leave.

### General Guidelines

1. The leave rules are applicable to all employees of the Company.
2. For the purpose of calculating leave, 'year' shall mean the period (1st April – 31<sup>st</sup> March)
3. Leave will be considered granted only after the leave has been duly authorized by the employee's respective Superior as well as HR.
4. There will be option of encashing un-availed privilege leave at the time of full and final settlement.
5. CL are provided as 6 days in a year on pro-rata basis, which will be carried forward at the end of the year if not availed
6. SL are provided as 6 days in a year on pro-rata basis, which will be lapsed at the end of the year if not availed.
7. If on separation of an employee, it is observed that the leave availed is in excess of one's entitlement, such excess days will be adjusted from the final settlement.
8. Sunday and holidays falling in between the leave period shall be counted as a part of leave period.
9. Apart from PL, CL & SL the employees would be entitled to Public Holidays as per approved by management in every calendar year. (Annexure I).

### Leave Rules for Site Employees

1. Employees working on site are entitled to PL which if unavailed can be encashed.
2. Apart from PL, CL & SL site employees would also be entitled to Public Holidays which if unavailed can be encashed.



3. An employee specifically for site is expected to work on Sundays and other bank holidays.
4. For Drivers and Pantry Boys (localities) all 12 leave (PL)6(CL),6 (SL), Public holidays and 52 Sundays can be encashed if unavailed

#### **Procedure for Leave**

1. Every employee have to submit leave application with prior approval of HOD
2. The Leave application submit to HR department.
3. HR will update the employee leave balance in his/her records and any discrepancies will be reconciled in the following month.

#### **Privilege Leave**

The company believes that every employee must periodically take a break from the day-to-day routine and that such planned leave enables an employee to recuperate from general stress leading to greater efficiency and productivity.

1. Employees will be entitled to Privilege Leave up to 12 days in a year
2. Privilege Leave can only be availed by confirmed employees.
3. PL will be given to the employees on Pro-rata basis. i.e. 1 day leave will be credited to the PL account every month.
4. An Employee can encash the un-availed Privilege Leave by the end of the year if any.at the time of full & final settlement.
5. Privilege Leave cannot be combined with any other Leave.
6. Every employee proceeding on Privilege Leave should mention his / her contact details on the Leave Card.
7. All intervening holidays (National Holidays, holidays in the holiday list, Sundays) will be included in the computation of Privilege Leave.
8. PL shall only be granted if it is more than 3 subsequent days.

#### **Sick Leave**

Sick Leave is meant to be availed for personal illness.

1. Sick Leave is extended to permanent.no leaves for probationary employees
2. Employees may avail Sick Leave of up to 6 days in a given year.
3. Un-availed Sick Leave will lapse at the end of the year.
4. In order to avail Sick Leave an employee has to inform his immediate superior as well as HR on the day on which leave is required. This may be done verbally or through telephone and regularized on resumption of duty. The written application needs to be submitted to HR department as soon as he/she joins back. . If not informed the leave taken will be considered as leave without pay.
5. If the available quantum of SL is insufficient and duration of sickness is more, the excess leave taken will be deducted from the PL balance.

#### **Casual Leave**

Casual Leave is intended to meet special or unforeseen circumstances to address personal exigencies.

1. Casual Leave is extended only to permanent employees.



2. Employees will be entitled to Casual Leave of up to 6 days in a year. This is again given on prorata basis. 0.5 credited to CL account.
3. Casual Leave may be taken for personal reasons where the duration of leave does not extend beyond 2 days.
4. Casual Leave cannot be combined with any other type of leave.
5. Un-availed Casual Leave will be carried forward at the end of the year.

### **Maternity Leave**

Subject to the provisions of the Maternity Benefit Act 1961, lady employees who have been in continuous employment of the Company for not less than 180 days prior to the expected date of delivery will be allowed Maternity Leave for up to 26 weeks of which a maximum of 13 weeks would be paid and the rest 13 weeks would be optional and unpaid. An approved medical practitioner should certify the confinement and she must not take up any employment, temporary or parttime, or otherwise, during these 26weeks.

1. An applicant for Maternity Leave must give notice to the Company supported by a Medical certificate of her impending confinement not less than 8 weeks prior to the start of the leave period.
2. An applicant can avail Maternity Leave as early as 3 weeks prior to the delivery date.

### **Paternity Leave**

The Employment Act 2002 introduced statutory paid paternity leave rights to The Employees are entitled to Paternity Leave if they are a confirmed employee. The Employees can avail 5 days of paternity leave in a year and should be taken within 3months after the baby is born. Un-availed Paternity leave will get lapsed after 3 months. In order to avail Paternity Leave an employee has to inform his immediate superior and the HR when he wants to avail his leave. This can be from the date of birth of the baby.

### **Leave without Pay**

1. Leave without pay is discouraged at Suraj Estate Developers.
2. However, in special cases (marriage, examinations etc), the employee may go on leave without pay when the employee does not have leave to his/her credit and the absence is authorized by the line manager.
3. Employee will not be entitled to earn leave (PL, CL & SL) on the days when the employee is on leave without pay.

### **Unauthorized absence**

1. Unauthorized absence is strictly discouraged in Suraj Estate Developers.
2. Should an employee be absent without authorization, the Company has the right to initiate disciplinary proceedings against the employee.



## Dress Code

### **Details:**

**Suraj Estate Developers** believes in fostering a professional environment.

- Monday – Friday all employees should be in Formal Wear and Casuals are allowed only on Saturdays
- Employees having business meetings with clients/associates or other external parties on a Saturday, are expected to be in Formals

For staff Formals here means:

1. For Gentlemen:
  - Formal Shirt.
  - Formal Pants/Trousers.
  - Tie – (For Offsite Client Meeting).
  - Shoes
2. For Ladies:
  - Full Sleeves/Short Sleeves Formal Shirt.
  - Formal Pants/Trousers.
  - Formal Sal war Kameez
  - Formal Churidar Kurta.
  - Formal Saree
  - Closed or Open Toe Sandals.

To avoid: Body Odor, Shabby appearance wrinkled & stained clothes, florescent colors, wild prints, and messy hair-dos.

For staff Casual here means

1. For Gentlemen: :(Preferable)
  - Denims/Cotton Jeans
  - T-shirts (No vibrant colors)
  - Sport Shoes/ Floaters/Open Sandals

To avoid: Shorts, T-shirts with slang words or antisocial messages, Pajamas,  
wild prints, etc

2. For Ladies:(Preferable)
  - Denims / Cotton Jeans
  - Short Kurtis / T-shirt (No Vibrant colors)
  - Salwar Kameez
  - Churidar Kurta

To avoid-Shorts, T-shirts with slang words or antisocial messages, Pajamas, wild prints, etc

### **Conclusion**

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work.

## **Electronic Communication Policy**

### **Scope**

This Policy of Suraj Estate Developers Pvt Ltd relates to the use of Company electronic communications systems. Systems include Company's computers, computer networks, hand-held devices that connect to Company's computer network, and similar equipment. This Policy applies to all users, non-employee workers, and contractors who use any Systems (collectively "Users"). Company reserves the right to change this Policy at any time.

### **Ownership of Systems, Information and Messages**

All Systems and all Company-related information or messages stored on them or created, sent, received, or accessed using them are Company property.

### **Business Use**

Systems are provided at Company expense and are to be used to conduct Company business. Occasional personal use that does not interfere with the User's duties is permitted. Such occasional personal use is subject to the other terms of this Policy, including monitoring. Users are not permitted to use their personal computers, hand-held devices, and any other equipment to store Company-related information.



### **Personal Use**

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- The internet may not be accessed for personal use during normal hours of employment.
- Personal e-mails may not be sent/received unless in an emergency only with prior approval from the Directors incase of HODS and from the HODs incase of Executives and Assistants.

### **email Usage at Company**

email is also to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. You are also not to conduct personal business using the Company computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

### **Further Use Restrictions**

Users may not use any System:

- a) In a manner that would reflect badly upon Company, such as by pirating software, stealing passwords, hacking, participating in the viewing or exchange of pornography or other obscene materials, engaging in any other illegal or wrongful conduct, or violating anyone's rights;
- b) To load, download, or store games or non-Company-related or other unauthorized executable files;
- c) in a manner that would cause a reasonable person to be defamed, offended, harassed ,or disrupted, such as by uploading, downloading ,or transmitting sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, sexual orientation, religion, political beliefs, or disability;
- d) To enable unauthorized third parties to have access to or use any System or otherwise jeopardize the security of any System; or
- e) In a manner that would significantly impact the performance or capacity of any System.

### **Email Usage**

Mail Box size of all users is being limited, if you intend to retain old e-mails you would need to archive your database locally, for help on this you can contact the Technical Contact for Administration of our messaging solution.

Users should use the e-mail facility provided to them for business related matters only and not use it for:

- a) Broadcasting of messages to a large no. of users, restrict sending messages to a max of 10 users at a time only;
- b) Sending messages with attachments of more than 1 MB, all attachments are to be zipped and then sent;
- c) Sending jokes, jpg, mpeg files or all other non-business related matters;

Mass broadcasting of messages by employees is prohibited;

### **Internet Use**

When using Systems to access the Internet, Users will comply with the following requirements.

- a) Access to certain sites would be restricted/prohibited.
- b) Access to Internet may be restricted within certain time limits during the day.
- c) When using Systems, users should only access the Internet through Company firewall-protected access channels. At Company locations that do not have a Company firewall-protected access channel, users may only access the Internet through Systems that are disconnected from Company's network, using a company approved dial-up Internet Account.

### **Keeping IDs and Passwords Confidential**



The security of Systems is an important responsibility of all Users. Users are responsible for any use or access that occurs under their IDs or passwords. In this regard, the precautions that Users should take include:

- a) Not sharing IDs and passwords;
- b) Keeping all IDs and passwords in a safe and secure place;
- c) Changing passwords at least once every 4-6 weeks;
- d) Choosing passwords that are hard to decipher; and
- e) Contacting respective administrators if they forget their IDs or passwords.

#### **No Presumption of Privacy**

Except as protected by applicable law communication on System are not private. Passwords and user IDs are designed to protect Company's confidential information from outside third parties, not to provide Users with personal privacy in any messages.

#### **Company's Right to Monitor Systems**

Except as prohibited by applicable law, Company reserves the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties the use of any System without prior notice to any User.

#### **Uploading to an External Network**

Users must obtain the prior written approval of the Legal Department before publishing any information owned by or related to Company on the Internet or any other external network.

#### **Violations**

Violations of this Policy may result in suspension of computer privileges and even disciplinary action. Company reserves the right to hold Users criminally and civilly liable for any violations of this Policy. Users must report any violations of this Policy to their



Managers, in the case of employees, or to Company employees, in the case of non-employee workers or contractors.

**Warning Letter**

Employee Name	
Employee Code	
Department	
Date of Warning	
Date of Issue	

**Areas of Concern**

Absenteeism / Late coming / Early Going	
Conduct	



Quality	
Performance	

**Suggested Action Plan**


(Employee Name) working with (Department) has been made aware about the area of opportunities and provided with an action plan.

You will be monitored on this Non adherence to the suggested action plan will lead to issuance of termination letter.

Employee	_____
HR Representative	_____
Manager	_____





## **Reimbursement Policy & Process**

### **Introduction:**

This policy governs the reimbursement of travel expenses incurred during the conduct of company business. Purpose is to reimburse employee expenses that are directly connected with or pertaining to the transaction of Company Business.

### **Reimbursement Procedure.**

Employees have to submit their expenditure summary as per annexure. Please adhere to the instructions mentioned there in while filling in the details.

Employees are requested to bifurcate the expenses as per the heading and mention remarks for any exceptional expense. The Reporting authority will approve such expenses before submitting it to payments team.

Payments team will map the expenditure as per the policy & make the payments accordingly.

Employee needs to submit travel report along with the voucher.



<b>Travel Report</b>			
Employee ID		Travel Start Date	
Employee Name		Travel End Date	
Location		Reporting Authority	
Date	Task/Meeting	Purpose / Remarks	
(Name & signature of employee)		(Name & signature of Reporting Authority)	

## ***Sexual Harassment Policy***

### ***Objective***

To ensure that all employees maintain appropriate standards of business and personal conduct with colleagues, clients and with the public at large.

### ***Scope***

All employees of the company

### ***Details***

As per the guidelines laid down by the honorable Supreme Court of India, sexual harassment includes unwelcome sexually determined behavior, such as:

Physical contact;

- a demand or request for sexual favors;
- sexually – colored remarks;
- display/sharing of pornographic material;
- Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

Sexual harassment can take place in any of the following forms:

- i. Verbal: Suggestive comments or questions of a sexual nature, humor and jokes about sex or gender specific traits, sexual propositions and unwarranted pressure for dates, insults, threats, unwanted letters, phone calls or interviews which explicitly discuss personal sexual matters, display of sexually suggestive objects, pictures showing pornography, cartoons and gossip regarding one's sex life
- ii. Non verbal: Leering, whistling, suggestive or insulting sounds and gestures, offensive written notes
- iii. Physical: Touching the body (brushing, patting, pinching), "friendly" arms around the shoulder, actual or attempted sexual assault, and actual or attempted rape.

### ***General Guidelines***

- Each employee shall maintain an appropriate standard of conduct with his/her colleagues.
- The employee must ensure that he/she does not get involved in any inappropriate act, conduct, conversation or dealings in his/her official, private and personal spheres.
- It will be the responsibility of every employee to communicate/ report any unacceptable behavior of the kind mentioned in the definition to sexual harassment, initiated towards self or colleagues.

### ***Complaint Procedure***

- A Management Team will be formed to redress the complaints of sexual harassment to the employee.
- Sufficient precaution will be taken by the Company to ensure that complete confidentiality is maintained and no form of discrimination is faced by the employee who has escalated the complaint.
- The Senior Management will investigate all complaints thoroughly and promptly, in a free and fair manner.
- If the investigation reveals that sexual harassment has been committed by any of the employees, prompt and appropriate disciplinary action will be taken, as decided by the Senior Management

### Separation Policy

The purpose of these guidelines is to clarify the Company's position on all separation - related issues and also guide the employee on the process during separation from employment.

#### **Separation of employment :**

The separation of an employee can arise due to the following reasons:

1. Resignation from the services of the Company.
2. Expiry of the fixed contract period of employment in case a person is employed on a contractual basis
3. Retirement - When a permanent employee working with the Company reaches the retirement age of 60 years.
4. Termination of services by the Company.
5. Termination on grounds of continuous ill health.
6. Death of an employee

#### **Return of company property:**

On separation, employees must surrender all Business Related Documents, Visiting Cards, Confidential Company Data, Company Laptop, Mobile Phone, SIM Card, pen drive any other Company assets which may have been entrusted to the employee and obtain a Clearance from the respective departments in the "**Final Clearance Form**".

#### **Procedure in case of Resignation:**



1. **Intimation of Resignation** - An employee, who wishes to resign from the services of the Company, will tender a resignation letter to his Reporting Manager mentioning in writing the reasons for resignation and the proposed last date of service.
2. The notice period between both parties will be 1 month for level 1, in the organization from employee's and employer's id's

**Note:** Level 2 & Level 3 notice period will be 3 months from the employee and 2 months from the employer.

1. Resignation intimation through written /emails will be considered as a valid method of official communication, though one may in addition to the resignation letter forward the resignation letter by a soft copy or hard copy to HR department.
2. The Reporting Manager on receipt of the resignation will inform HR immediately and concurrently may decide on addressing issues that have caused the employee's resignation by mitigating some.
3. These guidelines are additional to the terms spelled out in the appointment contract. In case of any conflict, the terms of the appointment contract will prevail.

**Relieving Date & Notice Period:**

1. If after best efforts, the employee has decided to move on, the last date of work must be decided between the Reporting Manager and the Employee. The last date must be indicated on the resignation letter before forwarding it to HR for further process.
2. Subject to the resignation being accepted by the Reporting Manager and the management, the employee will receive an "Acceptance of Resignation" from the HR Department mentioning the last day of employment.
3. The date of relieving must be in accordance with the notice period stipulated as per the terms of appointment. Where the employee serves a notice period less than the notice period stipulated as per the appointment contract, recovery of notice pay will be made from the Full & Final settlement of the employee.
4. It must be noted that adjustment of notice period against notice pay should not be assumed as a given. The relieving date as per the terms of contract must be first arrived at for which the Reporting Manager's decision will be final. Adjustment of notice period against notice pay is merely a procedural requirement.
5. In some exceptional cases, the Reporting Manager may in mutual agreement with the employee decide on a relieving date prior to the last date as per the notice period. However, such date agreed may not automatically qualify on a waiver of the notice pay recoverable from the employee.
6. The notice period from the employee is essential for the Company to ensure timely and smooth handover of existing responsibilities and to locate a replacement. For this very reason, a resigned employee will not be permitted to avail of leave during notice period unless the Reporting Manager has granted prior sanction and approval. Un-avoidable and un-authorized absence during notice period will be treated as Leave without Pay and also the number of such days will qualify as a recovery towards notice pay. "X" number of leaves taken during notice period will lead to extension of "X" number of days in the notice period



7. For the purpose of notice pay computation, salary will consist of all salary components as given in the Cost to Company Sheet excluding Performance Pay/Sales Incentives, Retention Pay or any form of variable compensation.

**Formalities during Resignation:**

The employee may familiarize oneself with the outgoing procedures by consulting HR on such procedures.

1. On the last day, the employee is expected to fill in the “Final Clearance Form” and get it signed off from various Departments and forward the same to HR.
2. Based on successful handover and sign off by various functions on the “Final Clearance Form” a “**Relieving letter**” and a “**Resignation Acceptance letter**” will be provided by HR on the last day. However “**Service Letter**” will be provided along with the Full and Final settlement.

**Settlement of Dues:**

1. Based on the nature of recoveries , HR in consultation with Accounts may place the employees’ salary on hold and process the salary payment along with the Full and Final settlement.
2. The employee’s “**Final Release Advice**”- (**Annexure 2**) is processed by the HR Department and forwarded to Accounts for further process only after the “Final Clearance Form” is completed and received.
3. Settlement of dues” will be after 45 days from the last date served in the organization. Separating employees must ensure that all roofs/evidences are provided to Accounts to address taxation issues. The employee must also make it a point to settle any outstanding/loans and advances before the last date. No additional payments will be made to the employee after the computation and payment of final dues .’

**Entitlements on separation:**

An employee who separates from the services of the Company shall be paid the following along with his/ her earned salary after adjusting any Company's dues.

1. Gratuity, if applicable
2. Any other reimbursements/official expenses incurred, if pending.
3. Employees provided with a Laptop/Hard Drive/Mobile/simcard will need to return assets of Suraj Estate developers to Administration & IT Department. On the last date the employee will not be permitted to retain their assets after separation unless they have the special approval of the Managing Director. The HR & IT Department must be kept informed in such instances.

**Dismissal / Termination of Service :**

The company reserves the right to terminate an employee due to factors like inadequate performance, integrity, indiscipline, unauthorized absence from work etc, without assigning any reasons . Under such circumstances , the employee’s services may be terminated without notice.

1. The appointment of an employee is made on the basis of the information supplied by him/her in his/her application/résumé/employment form at the time of interview, and his/her appointment shall stand null and void in case any factual error is established at any point of time. In such a case, his/her services shall be terminated with immediate effect
2. The service of a probationer, whose performance is unsatisfactory during the initial probation period, can either be immediately terminated on grounds of poor performance or probation extended for an additional 3 months . Should the probationer's performance be unsatisfactory even after extension of the probation period, the probationer's employment can be terminated as per the terms of the appointment contract.
3. In case the employee is terminated the employer will be liable for 1 month flat notice period for all the designations or one month salary will be paid to the employee.

**Retirement:**

Employees superannuating at the age of 60 will be informed by HR Department three months in advance on his/her retirement plans. The employee will be permitted to retire on the last day of that month when he/she completes 60 years .

**Exit Interviews:**

1. Prior to leaving the Company and most often on the last date, an Exit Interview will be conducted by HR for the purpose of obtaining feedback from the exiting employee.
2. This interview would be conducted for all exiting employees who have resigned or superannuated, except where the employee has been terminated by the company.
3. All exiting employees would be required to fill up the **“Exit Interview Form” (Annexure 3)** and the Exit Interviews would be conducted and documented by the HR.





### EXIT INTERVIEW

#### 1. Employee Details

Name:	
Designation:	Location
Immediate Superior:	
DOJ:	Relieving Date:
Date of Exit Interview:	

#### 2. Reasons for Separation: (Tick where applicable)

- |                                           |                                                             |
|-------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Better Prospects | <input type="checkbox"/> Own Business                       |
| <input type="checkbox"/> In-voluntary     | <input type="checkbox"/> Personal / Family Problems         |
| <input type="checkbox"/> Higher Education | <input type="checkbox"/> Dis-satisfaction with existing job |
| <input type="checkbox"/> Migration        | <input type="checkbox"/> Other. Please Specify              |

Health \_\_\_\_\_

Please elaborate

----------------------

#### 3. Job Expectations before Joining the company



4. To what extent were your initial expectations met?

5. Feedback on **Suraj Estate Developers Ltd** . (Tick wherever applicable & write comments especially if poor)

Compensation	Excellent	Good	Average	Poor	Remarks
Personal Development					
Work Culture					
Job Responsibilities					
Leadership					
Vision & focus					
Recognition & Appreciation					
Stress					
Colleagues / Peers					
Policies					

7. Any Internal/External problem, which prevented the employee from discharging his/her duties

Internal      Yes      No



External     Yes     No

8. Three things, which the employee would immediately want to change in **Suraj Estate Developers Ltd**, if given a chance

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

9. Comments & Suggestions of Interviewee:

10. Address for Correspondence:

11. Would you like to rejoin the company in future? Provide reasons for the same.

Yes     No



--

**Comments of HR**

--

Name of Interviewer:

Signature:

**Employee Clearance Form**

Name	:	_____	Designation	:	_____
Emp. Code	:	_____	Location	:	_____
Date of Resignation	:	_____	Date of Relieving	:	_____

**Contact  
Details of  
Employee**

**Address**

**Telephone**

**Responsibility: Immediate Superior/Head of Location**

Name	:	_____	Designation	:	_____
------	---	-------	-------------	---	-------



Sr. No.	Particulars	Action	Date	Signature
1	Inform HR Dept and send the Resignation Letter			
2	Take over company material including information, files, keys, policy manuals, data in soft form etc.			
3	Cancel all authorizations			
4	Send Intimation to Customers/Vendors			
5	Appraisal of Team Members			

**Responsibility : Resigned Employee**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

1	Submit Medical/LTA Claims if any			
2	Submit Tax Investment Proofs			

**Responsibility: Administration**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Sr. No.	Particulars	Action	Date	Signature
1	Cancel House Lease, if applicable			
2	Hand over of Mobile			
3	Hand over of Company Car			
4	Identity Card/Proximity card			
5	Power of Attorney (Govt. Authorisation), if applicable			

**Responsibility: IT**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

1	Delete Email Id			
2	Take over Lap Top			
3	Cancel Internet Connection			

1	Delete Email Id			
2	Take over Lap Top			
3	Cancel Internet Connection			

**Responsibility: Library**



Name : \_\_\_\_\_ Designation : \_\_\_\_\_

1	Books			
2	CD's/Catalogues/Manuals			

**Responsibility : HR Dept**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

1	Receipt of Resignation Letter			
2	Issue of Resignation Acceptance Letter			
3	Cancellation of E-mail ID			
4	Inform all employees of employee separating			
5	Exit Interview			
6	Give Final Release Advice along with Clearance Certificate to Accounts			
7	Prepare Relieving Letter & Experience Certificate for the Employee.			
8	Processing PF			

**Responsibility: Accounts**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

1	Cancellation of Power of Attorney / Signing of Cheque			
2	Deduct Advances / IOU's / Loans			
3	Disbursement of Gratuity / Full & Final Settlement			

**HR DEPARTMENT**

Signature of Head - Human Resource : \_\_\_\_\_

Date : \_\_\_\_\_

**Note :** Each owner of the responsibility is requested to write "**Not Applicable**" and then sign if



any action specified in the form  
is not applicable to the exiting individual.

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**INTERNAL USE ONLY:**

All rights reserved. Passing on and copying of this document, the use and communication of its contents are not permitted without prior written authorization from Suraj Estate Developer Ltd

**Please Note : Suraj Estate Developers Ltd holds all the rights to amend the policy as and when required .**

For Suraj Estate Developers Ltd

Authorized Signatory