

# **HR Process Manual**

## **Topics Covered**

1. Introduction
2. Scope & Applicability
3. Recruitment
  - 3.1. Manpower Requisition Form (MRF)
  - 3.2. Sourcing
  - 3.3. Candidate Screening and Interview Process
  - 3.4. TAT and Escalation for positions/requirements
  - 3.5. Salary Negotiation
  - 3.6. Offer of Employment
  - 3.7. Special cases hiring
4. Onboarding
  - 4.1 Pre-Onboarding process
  - 4.2 Process on the day of joining
5. HR Data Management
  - 5.1. HR data management in Compu Office software
  - 5.2. Employee records – physical and electronic form
  - 5.3. ESS credentials
6. Compensation & Benefits
  - 6.1 Attendance, Working Days and Leave Management
  - 6.2 Leave Requests via ESS Portal
  - 6.3 Payroll Management
  - 6.4 Overtime
  - 6.5 Loan & Advance Process and Child Tuition Fees
  - 6.6 TDS Declaration
  - 6.7 Statutory Compliance
7. Performance Management and Appraisals
8. Performance Improvement Plan
9. Exit Management Process
  - 9.1. Resignation
  - 9.2. Termination
  - 9.3. Retirement
  - 9.4. Absconding
  - 9.5. Death/Permanent Disability

## **1. Introduction**

This HR Manual serves as a comprehensive guide to our HR policies, procedures, and practices. It is designed to ensure consistency, transparency and to support a positive and productive workplace. All employees are encouraged to familiarize themselves with its contents to understand their rights, responsibilities, and the resources available to them.

## **2. Scope & Applicability**

This HR manual applies to all the employees of Share India Securities Limited.

## **3. Recruitment**

Recruitment is a joint responsibility of the user department and the HR department. The goal is to identify and hire the best candidate for the job.

### **3.1 Manpower Requisition Form (MRF)**

To start the recruitment process, the Reporting/Functional Head must submit a complete Manpower Requisition Form (MRF) to the HR Department.

A detailed Job Description (JD) must also be provided along with the MRF to begin the candidate sourcing process.

Note: A sample MRF format is attached for reference.

**Manpower Requisition Form**

MRF No. \_\_\_\_\_

Date of request:

(to be given by HR after approval)

Department	
Location (Place of Posting)	
Job Title (Designation)	
No of Opening	
Type of employment (Permanent / Contractual)	
Shift Timing	
Line Manager 1 (Direct Reporting)	
Line Manager 2 (Functional Head)	
New Position/ Replacement	
If Replacement, specify whose replacement & vacancy since	
Educational/ Professional Qualification required	
Skill sets required	
Experience required (specify a range of years)	
CTC Range	
Detailed Job Description (Attach JD If required)	
Any other Remarks, If any	

**Line Manager 1:****Line Manager 2:**

Signatures Required:

- Line Manager 1 (Reporting Head)
- Line Manager 2 (Functional Head)

### **3.2 Sourcing:**

Once the approved MRF is received, the HR Department will begin sourcing the candidates. The sourcing can be done through a combination of internal and external channels, as

- Job portals
- Job postings
- Employee referrals
- Social media
- Campus hiring
- Recruitment agencies – Position will be given to recruitment agency when the position is not closed after all internal efforts by the HR department and a suitable candidate has not been finalized through in-house sourcing methods.
- The company's career page.

### **3.3 Candidate Screening and Interview Process:**

#### **1. Experience / Freshers Hiring:**

- First round of screening will be conducted by HR through telephonic/video call.
  - ✓ For freshers to check the potential fitment as per the mandate provided.
  - ✓ For experience to check the details like current company, job role, education qualification, family background, current salary (to check the budget fitment) etc.
- HR has to fill the interview evaluation form(attached).
- Candidates who clear the initial screening will receive an online exam link via email from the HR team clearly mentioning all the rules and instructions for taking the test.
  - The test will be conducted with an active online proctoring system. Candidates are strictly advised not to indulge in any form of cheating. If any candidate is found violating the exam rules or attempting cheating, their candidature will be disqualified immediately.
- Minimum qualifying criteria is:
  - ✓ 70% marks for freshers
  - ✓ 60% marks for experience
- Resumes of qualifying candidates will be shared with the hiring manager along with score sheet and interview evaluation form for review and shortlisting the candidates for interview.
- Profiles shortlisted by the hiring manager will be invited for face to face or online interview.
- Hiring manager has to fill the interview evaluation form and share with the HR.
- HR has to take the feedback from the hiring manager about the selection/rejection status of the candidate.

**Note:** More rounds of interview will be coordinated and conducted by HR as per the requirement.

#### **2. Campus / Bulk Hiring (15+ applicants)**

- For campus bulk hiring, firstly our current offline test will be conducted with all the candidates.
- Minimum qualifying criteria is 60% marks.
- Qualifying candidates are eligible for online HR round of interview.

- Candidates shortlisted in HR round will be provided with the online test link via email mentioning all the rules and instructions for taking the test.
- Minimum qualifying criteria is 70% marks.
- Resumes of qualifying candidates will be shared with the hiring manager along with score sheet and HR remarks (excel sheet) for review and shortlisting the candidates for interview.
- Profiles shortlisted by the hiring manager will be invited for face to face or online interview.
- HR has to take the feedback from the hiring manager about the selection/rejection status of the candidate.

#### **Traders Joining:**

- Traders sourced by HR will undergo the recruitment process as per the policy.
- For direct traders joining's, HR will do the joining formalities directly without following the recruitment process.

#### **Reference Joining's**

- For senior management referrals, HR will consult the referring authority whether to make him/her join directly or we should follow the recruitment process before joining.
- If the joining has to be done directly, then HR will do joining formalities directly after assessing the candidate's profile.
- If the joining has to be done after following recruitment process, then the process will be followed as per the policy.

#### **Type of Tests:**

Tests will be consisting of:

- Aptitude test
- Reasoning
- Situation handling
- Audio questions
- Tests can be customized as per requirement

**\*\*The level (Easy/Medium/Hard) of the test will be customized as per the experience of the candidate and as per the designation or role for which they are applying.**

**Share India Securities Limited**

**Interview Evaluation Form**

Name of the Applicant :  
Post Applied For :  
Date of Interview :  
Highest Qualification : (Regular/Distance Learning)  
Comments on Overall Experience : (Shortlisted/ Rejected)

**Characteristics mentioned below to be rated on a scale of 1-5 scale where:**

5: Very Good    4: Good    3: Average    2: Below expectation    1: Rejected

**HR EVALUATION**

Sr. No.	Parameters	Min. score required	HR Score
1	Personality	2	
2	Communication Skills	3	
3	Academic Knowledge	3	
4	Potential to perform Job	3	
5	Behaviour/ Attitude	3	

Remarks: \_\_\_\_\_

HR Sign: \_\_\_\_\_

Note: Candidate must obtain min. score mentioned in each parameter and a min. of 60% overall score to qualify for next round.

**MANAGER EVALUATION**

Sr. No.	Parameters	Min. score required	Manager 1	Manager 2
1	Technical Knowledge / Skills	3		
2	Leadership qualities	3		
3	Problem Solving/Decision Making	3		
4	Adaptability/ Flexibility	3		
5	Team / Cultural Fit	3		

Remarks: \_\_\_\_\_

Sign: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Note: Candidate must obtain min. score mentioned in each parameter and a min. of 60% overall score to get selected or to qualify for next round (if applicable).

### 3.4 TAT & Escalation for Positions/Requirements:

- Once the complete and approved MRF is received, the HR department will initiate the recruitment process and begin scheduling interviews.
- Below is the TAT durations designation wise for finalizing the candidate:

Designation Level	TAT (No. of Days)
Executive	30 days
Manager	60 days
HOD / Zonal Managers (ZM)	90 days

\*TAT is calculated from the date the complete MRF is received by HR.

- If a suitable candidate has not been finalized after all the internal sourcing methods, then the position will be given to the recruitment consultant to close the position within TAT duration.
- Note: There are 2 scenarios in which a position is given to consultant:
  - a)- When there is a limited pool of resumes available and a high level of professionalism is required.
  - b)- When the profile is unique, with a high volume of resumes available but limited professionalism is required (i.e., roles that do not require highly skilled candidates).
- If the TAT is exceeded and the position remains unfilled, the matter will be escalated to the respective department head for review and further decision-making. The purpose of the review is to involve the department head and to assess whether the current job description (JD) and criteria are too restrictive or not aligning with available talent—both through internal sourcing and external consultants. Is there any aspect of the JD or requirements that can be revised to improve the chances of successful closure.
- HR will also share the hiring tracker with the concerned department head on 15<sup>th</sup> and 30<sup>th</sup> of every month. This tracker will include the details like what all the positions are being handled by HR and the status of each position.

### 3.5 Salary Negotiation:

- Once a candidate is finalized by the concerned department head, the HR department will initiate the salary discussion with the candidate.
- Salary negotiations will be conducted by HR, considering:
  - The company's approved budget range for the role
  - The candidate's experience, skills, and compensation expectations
  - Internal parity and fairness within the team/department
- If the candidate is highly suitable but their expectations exceed the allocated budget, HR will Discuss the case with the department head for review.

### 3.6 Offer of Employment

- After the final interview, an offer letter will be sent to the selected candidate and seek his acceptance.
- After accepting the offer, the candidate must submit a copy of their resignation letter from their current employer within 1-3 days.
- If the resignation copy from their current employer is not received within 1-3 days, HR will contact the candidate and ask the reason for not submitting, if the reason is valid then the time to submit the document is extended up to the date of joining and if the reason is not valid or the candidate is not communicating properly, then the offer will be cancelled and email is sent to the candidate for the same.
- Normally, candidates are expected to join within one month of offer acceptance.
- In special cases, a joining extension may be granted with consent from both the Line manager and HR manager.
- The offer is valid only if the candidate joins on the specified date. If the candidate is unable to join on the specified date but communicates the reason in advance, and if the reason is valid, we will discuss the case with the hiring manager. If both the hiring manager and HR manager agree, the candidate's joining date may be postponed and a new joining date will be given. If the reason is not valid or no communication is received, the offer will be considered void and same to be communicated to candidate in written.
- If any candidate has not joined on the required date and has not communicated the same, then the HR should inform the same to the concerned reporting or functional head.

### 3.7 Special Cases Hiring:

- **Approval Required for Hiring Relatives:** If a candidate has a relative (family or close relation) already working in SHARE INDIA GROUP or its subsidiaries, prior approval from the authorized authority is required before hiring.
- **Rehiring Former Employees:** Approval from the designated authority must be obtained before rehiring any former employee.
- **Contractual to Permanent Employment:** If a current employee is to be moved from a contractual role to a permanent one, prior approval is required from the approving authority.
- **Authorized Authority:** In all the above-mentioned cases, the HR will discuss and confirm with the department head or management for hiring in any of the above cases.

### 4. Onboarding:

The purpose of this manual is to outline the procedures and best practices for onboarding new employees to ensure a smooth transition into the organization.



#### **4.1 Pre-Onboarding:**

- After receiving the candidate's acceptance of the offer, the HR Department will send a Joining Email to the candidate containing the joining form and the list of documents required for submission on the day of joining.
- The candidate will be informed to bring original documents on the day of joining for verification.
- A Joining email will be sent by the HR department before the joining of the candidate, informing the concerned team to setup the seating place, workstation and email ID (if required).

#### **4.2 Process On the day of Joining:**

- On the day of joining, the HR will collect the complete joining forms and all the documents from the candidate.
- If the candidate has not filled the joining form (previously shared via email), then HR will provide the hard copy of the form to the candidate on the day of joining, which candidate must complete on-site.
- After submission of documents, HR will verify all the documents in the following way:
  - ✓ Original documents to be presented on the day of joining.
  - ✓ In case of insufficiency to provide the original documents – HR may verify the soft copies uploaded on Digi locker application.

**Note:** An exception may be given if the picture of original documents (not scanned copy) will be provided on the day of joining. This will subject to further verification by HR.

- Below is the list of documents required for the joining:
  - 1) Aadhar card
  - 2) Pan card
  - 3) Driving License (mandatory in case of Drivers joining)
  - 4) 3 Passport size photographs
  - 5) Bank proof (Cancelled cheque/Bank passbook)
  - 6) Educational Qualifications (From 10th class onwards till highest qualification)
  - 7) Relieving/Experience letter (If applicable)
  - 8) Offer Letter acceptance.
  - 9) Previous Employment Salary slips - last 3 months

**\*\*All documents should be self-attested by the employee.**

HR may be approached for any clarification needed on what documents would be acceptable.

- After completing all the joining formalities, the HR will hand over the candidate to the concerned reporting head.
- HR will enable the biometric access of the candidate for attendance on the same day.

**Note - \*\*Policy reference, Section 1, Joining formalities & orientation**

### **ID Card issuance:**

- For Head Office (HO) joiners: ID card will be provided by EOD (End of Day).
- For other locations: ID cards will be couriered every Friday after HR receives the complete joining documents.
- Appointment Letter will be issued within 1–3 working days, subject to complete documentation.
- Candidate will be added to official WhatsApp groups on the same day.
- After completing all joining formalities, HR will create the employee's master profile in the HR software system.
- Once the master is created, a physical employee file is maintained for each employee, containing all submitted and verified documents.
- The employee will receive their payroll login credentials on their personal email ID within 1–2 working days of joining.
- The online orientation will be scheduled for all the new joiners (HO and remote joiner's) together on Saturday. The link to join online orientation will be shared on WhatsApp group.
- **In case of verification required:** Permanent and Local address verification, Criminal Court record verification is done where required.

### **5. HR Data Management:**

- After the onboarding of an employee, the HR department will create the employee's master record in the payroll software (**Compu office**). All the details of the employee are stored securely into the software.
- Employee data is stored securely in both physical and electronic formats. Access is restricted to concerned HR team member and other relevant departments on a need-to-know basis.
- Once the employee's master is created in the software, an email is sent to the employee containing their **Employee Self-Service (ESS)** portal credentials. This email includes a link to access the ESS portal, where the employee can:
  - View personal and employment details
  - Track leave and attendance records
  - Download Form-16 and pay-slips etc.
- Employees are responsible for promptly informing HR of any changes to their personal information (e.g., contact number, address, etc.) so that records can be updated accordingly.
- All employee data is treated as confidential. Unauthorized access, sharing, or misuse of HR data is strictly prohibited and may result in disciplinary action.
- Employees have the right to access their personal records upon request and to request corrections if needed. All such requests should be made in writing to the HR department.

## 6. Compensation & Benefits:

### 6.1 Attendance, Working Days and Leave Management:

- For marking attendance, biometric machines are installed in the office premises. Attendance will be marked by face recognition in biometric machine.
- Other locations employee's attendance will be marked by ESSL software through mobile e-punching or biometric installed at locations.
- Employee have to punch their in and out time in biometric machine by face recognition to show their presence.
- HR will download and update the attendance logs in smart office and sync the attendance of the employees in ESS portal on daily basis.
- Attendance of first 1-5 days of each month will be updated after 5<sup>th</sup> of each month as the calendar for next month will be unlocked on or before 5<sup>th</sup> of every month.
- The office shall work on all days of the week except Sunday and such other holidays as may be declared well in advance from time to time.
- The general office timings shall be from 10:00 AM to 06:30 PM from Monday to Friday.
- On Saturdays, employees shall have a flexible working option. An employee may either:
  - Work on **all Saturdays for half days**, i.e., from **10:00 AM to 02:30 PM**,  
**or**
  - Opt to work on **2 or 3 roaster Saturdays**, as per the guidelines mentioned below.
- For roaster planning, team has to decide internally the roaster for full month Saturdays and it must be agreed from the team head and inform to the HR in advance. Roaster can be changed subject to prior approval from manager.
- For roaster off, team members shall be required to attend the office on a minimum of 50% of working Saturdays (after adjusting for declared Saturdays' holiday, if any) as illustrated below:

No. of working Saturdays during the month	Minimum no. of attending Saturdays*
5	3
4	2
3	2

\*Remote locations, if any, shall not be counted towards Saturday's attendance

1. The working hours for all Saturdays (for those who are opting for roaster off) shall be same as are being followed for other working days from Monday to Friday;
2. Team members shall have to plan their non-working Saturdays strictly in consultation with their respective team lead/HOD, as the case may be;
3. In case of any task of urgent nature, the team members may be asked to attend the office even on those Saturdays whereon they had originally been permitted to remain absent. In such cases, team members may avail a compensatory leave

after taking permission from their respective team lead/HOD;

4. The compensatory leave as mentioned above be treated only as a causal leave not entitled for any payment in lieu thereof. Further, the compensatory leave may be availed within 90 days from the date of availed C-Off.
5. In cases covered by Point No. 4 above, if the team member fails to attend the office on a Saturday even after direction from his team lead/HOD, then the concerned team member shall be marked to be on leave without any entitlement to compensatory leave.
6. If the team member wants to choose the general working days from Monday to Friday and half day from 10:00 AM to 02:30 PM on Saturdays, are required to take approval from line manager. One can decide on this once without any further changes.

**\*\* This scheme shall be valid until further communication and may be withdrawn at any time without prior notice.**

**Note - \*\*Policy reference, Section 3, Attendance, working hours and Leave policy**

#### **6.2 Leave and Leave Requests via ESS Portal:**

- All leaves must be approved from the manager.
- Staff members shall be entitled to One paid leave per calendar month during first 6 months of their tenure and two paid leaves per month thereafter.
- Staff members reaching late or leaving early by up to 15 minutes on any 2 days during the month shall not be marked as half day
- In addition to the above, Staff member reaching late or leaving early by up to 2 hours on any 2 other days during the month shall also not be as marked half day.
- Staff member who is found to have left the office for any reason whatsoever before serving at least 2 hours, shall be marked as absent for that day.
- Employee has to login in their ESS portal through the ESS credentials shared on their personal email id.
- Employee has to apply their leaves, OD and others on the portal for approval (Guidance for using ESS on portal will be given in orientation).
- HR will check and approve the request generated on the portal.
- HR will review the leave request and approval and leave will be adjusted accordingly, in case leave balance is NIL, then LWP (Leave without pay) will be marked.
- Employees who have obtained written approval from their reporting head to work from remote locations on any given day, must apply for REML (Remote Location) on the ESS portal, specifying their in and out times to mark their attendance for that day. However, there is currently no formal work-from-home policy implemented.

#### **Miss punch Cases:**

- If any employee forgot to punch on any day, then employees are allowed up to 2 miss punch incidents per month without requiring manager approval

but for that employee has to send an email to the HR specifying the date and time of the miss punch, along with any supporting proof (if available).

- If the proof submitted is found to be false or misleading after HR verification, a penalty equal to double the Loss of Pay (LOP) will be imposed in the following month's payroll.
- Request w.r.t. further miss punch cases (after 2 in a calendar month) shall not be considered, without any exceptions.

### **6.3 Payroll Management**

- HR will initiate the payroll process on the last day of each month by updating and locking paydays based on biometric punch data, after adjusting for approved leaves, On-Duty (OD) requests, and other attendance-related approvals.
- Any salary corrections or revisions will be processed by HR subject for approval from the concerned reporting head.
- The ESS (Employee Self Service) portal will be frozen at the end of every month, with prior intimation shared via the official WhatsApp group.
- HR will finalize and share the salary sheet with the Finance Team by the 2<sup>nd</sup> or 3<sup>rd</sup> of every month.
- The Finance Team will review the sheet and update any final remarks, including advance deductions, TDS, loans, incentives, or any other applicable adjustments.
- After updating remarks, the Finance Team will obtain the necessary signatures from the designated authority.
- The soft copy of the pay-out letter will be sent to the bank for processing and salary disbursal.

### **6.4 Overtime:**

- This policy applies to all eligible employees who work beyond their regular working hours, either on working days (Monday to Friday) or on non-working days (weekends/public holidays) in the office premises.
- Overtime work must be pre-approved by the reporting manager/department head.
- Overtime hours will be calculated strictly based on the official attendance/biometric system.
- In cases where an employee claims overtime for a specific duration but there is no recorded in or out-punch (any one) for that day, HR will check the camera footage for verifying the in or out time as claimed and take manager's approval before processing for the payment.
- Overtime is applicable for employees working in the office premises only.
- Overtime is not permitted for employees working remotely.
- If an employee works remotely on holidays or public holidays, they may claim overtime up to a maximum of one day as per policy.
- Overtime is allowed only when the employee is working from Share India Head Office or its official branch locations. Overtime claims are not permitted for work performed at any other locations.
- When an employee works from other branch locations, overtime will be calculated for

the actual working hours spent within the office premises. Travel time will not be considered for overtime calculation.

- Employees eligible for Compensatory – Off (C-Off) must avail the same within 90 days from the date of overtime; any unutilized C-Off beyond this period will automatically lapse.
- C-Off is strictly compensatory in nature and can't be encashed.

**Entitlement Structure:**

- Up to Sr. Executive level → Eligible for Overtime Payment as per existing policy.
- Assistant Managers and above (excluding HODs) → Eligible only for C-Off against Overtime (on both working and non-working days).
- HOD and above → Eligible only for C-Off against Overtime on Roaster Off / Weekends / Holidays only. HODs working beyond working hours on normal working days shall not be eligible for any C-Off in respect of additional working hours.

<b>Monday to Saturday (Full working)</b>	
<b>Duration of Work</b>	<b>Overtime / C-Off entitlement</b>
12 hours – less than 16 hours (including shift)	0.5 day
16 hours – less than 20 hours (including shift)	1 full day
20 hours – upto 24 hours (including shift)	1.5 days
<b>Saturday (Half day working) – Applicable only to Non-HODs working for half day on Saturdays</b>	
8 hours – less than 12 hours (including shift)	0.5 day
12 hours – less than 16 hours (including shift)	1 full day
16 hours – less than 20 hours (including shift)	1.5 days
20 hours and above (including shift)	2 full days
<b>Roaster off / Weekends/ Holidays</b>	
Less than 8 hours	0.5 day
8 hours – less than 12 hours	1 full day
12 hours – less than 16 hours	1.5 days
16 hours and above	2 full days

**Note:** For the purpose of this policy, a Head of Department (HOD) shall be defined as the senior individual responsible for leading and managing a specific department or function within the organization. For clarity, employees shall be considered as HODs if they:

- Are handling/managing a team, and
- Hold one of the following designations: **Head, Assistant Vice President (AVP), Vice President (VP), or Senior Vice President (SVP).**

**Note - \*\*Policy reference, Section 3, Overtime policy**

#### **6.5 (A) Loan and Advance Process:**

- Employee who needs advance, has to raise a loan or advance request. He has to collect the advance form from HR department and fill it.
- Employee has to submit the advance request in writing along with supporting documents as per policy.
- Advance requests must be recommended and approved by the reporting manager.
- Requests shall be processed further after verification by HR along with supporting documents.
- HR will check his previous data whether any other loan is running on his name or not, then advance form will be approved from the HR head.
- After HR approval, accounts team will check their previous data, if everything is settled, loan request will be approved and employee shall get the requested amount within 2-3 working days after receipt of approved request. If not, then his loan request will be cancelled.
- Any misuse of advance funds or submission of false documents shall result in immediate recall of the advance and disciplinary action as per company policy.
- Exceptional cases may be escalated to the management for discussion and approval, if required.
- The company reserves the right to approve, partially approve, or reject any advance requests without assigning any reason.
- **Adjustment of intervening bonus/ leave encashment:** The amount of Bonus and Leave encashment shall be fully adjusted against balance advance amount, if any.

Exception: The bonus or leave encashment amount is not adjusted in payment of advance only in those cases, where employee informs to the HR and accounts team in advance and department head will approve the same on email.

#### **6.5 (B) Child Tuition Fee (School fee for economically weaker Employees)**

##### **APPLICABILITY**

- This Policy will be applicable to employees who are economically weaker.
- They will not, however apply to any employees on contract, part-time employment and daily rated employees unless specifically mentioned in the terms of appointment.

##### **ENTITLEMENT**

- 1) Tuition fee of children of employees having gross salary below Rs. 26000/- will be paid by the relevant company/Firm in which he/she is employee. Last year's passing certificate copy to be submitted for claiming this facility.
- 2) Maximum limit is Rs 50,000/- for the year per employee and upto, three children per employee in which school fees /Uniform/ books will be paid.
- 3) Any extra payment above Rs 50000/- if requested to be paid shall be deducted from salary of the employee.

## **PROCESS GUIDELINES**

- Employee shall submit the “School Fee Reimbursement Form” dully filled and attached all the mandatory documents (Fee break-up on School letterhead, Invoice along with school sign and stamp, final bill after payment).
- Cheque will be drawn in favor of school only. The employee will have to submit the copy of receipt of school fees/books/uniform within 15 days of clearance of cheque otherwise the same will be deducted from his/her next month salary and then he/she will not be eligible for next year.
- NO CASH will be paid under any circumstances.
- HR department will check the eligibility and validate the fees/school. The HR department will mark the employee’s company name to which that employee belongs.
- Head-HR will approve and forward it for the payment to Head-Business Payment Department.
- There will be no Payment for Books/uniform if its original tax invoice is not submitted.
- Copy of result /report card to be submitted to HR on Quarterly/Half yearly basis.

## **IMPORTANT**

- There is no provision for reimbursement of Home tuition payments.
- The complete amount will be recovered from the employee’s salary, If there would be any discrepancy found at any moment during verification in the case where Child is studying in village school far from Delhi/NCR.

**Note - \*\*Policy reference, Section 9B and 9C (Child Tuition Fee and Loan / Advance Policy)**

### **6.6 TDS Declaration:**

- New Joiner whose salary comes under the investment slab have to submit their investment declaration in the ESS portal by 25<sup>th</sup> of the month he has joined. If he joins after 25<sup>th</sup> in any month, then he/she has to submit investment declaration by 25<sup>th</sup> of next month to get the tax benefit.
- If any employee does not submit the investment declaration, then his tax will be deducted as per applicable law.
- HR is providing this information to the employee about the process and deadline to submit the investment declaration on ESS portal during their orientation and also at the time of joining in written (in welcome onboard page).
- If an employee opting for new slab, he has to go to TDS deduction in ESS Dashboard, select the FY and tick the new slab option.
- If an employee opting for old slab, he has to go to TDS deduction in ESS Dashboard, select the FY and untick the new slab option and have to put their actual rent, mediclaim and investment amounts etc. according to the mentioned sections.
- After details fil-up, employee have to submit and save his declaration details.
- According to their submission, tax calculation will be done and will be deducted from salary by the finance department.
- Employee can check their deduction amount in ESS Dashboard under Computation



Display option.

- Regarding submission of proof of investment, an email will be sent to all employees and/or team heads (whose salary comes under tax slab) regarding the submission of proof of investment.
- A submission window of 15-20 days will be provided to employees to submit the required documents to the accounts department.
- If an employee fails to submit the investment proofs within the stipulated time, tax will be deducted as per applicable laws and regulations.
- Employees who have opted for the new tax regime are not required to submit any proof of investment.

**Note - \*\*Policy reference, Section 4, Submission of TDS details**

**6.7 Statutory Compliance: -**

**PF**

- When any new employee joins, at the time of onboarding, HR will check the PF applicability of the employee from PF portal.
- If his UAN no. exists, then PF shall be mandatorily deducted as per rules.
- If his UAN no. does not exist, then we will enroll him for PF deduction only after receipt of consent from employee (Not applicable in cases where employees' Basic + DA salary is lower than Rs. 15,000/-).
- PF to apply in ESS Portal and deducted at the time of salary payout.
- Final payroll registers to be shared to the consultant for monthly challan submission.

**ESIC**

- If any employee's monthly gross salary is upto Rs. 21000/-, HR have to share his name, ESIC no., DOJ to the consultant for his ESIC registration on the joining date.
- HR will ask for a family photo from the employee for placing in his ESIC card and give it to consultant. Consultant will share his ESIC card once the registration is complete.
- Authorized signatory to approve his ESIC card and HR to handover the ESIC card to the employee and take the receiving.
- ESIC to apply in ESS Portal and ESIC amount to be deducted at the time of salary payout.
- Final payroll registers to be shared to the consultant for monthly challan submission.

**Bonus**

- Bonus is paid at the time of Diwali by finance team.
- Bonus is calculated on earned annual gross salary (excluding leave encashment) for the period from Nov. to Oct @ 8.33%.
- In case of new joiner, bonus is calculated on pro-rata basis.

**Leave Encashment**

- Leave encashment is done in the closing of the financial year on annual basis.
- Leave balance will be encashed in March month and credited to the employees account by the finance team through direct bank transfer.

- HR will make the employee's PL balance NIL from March end and from April onwards the PL balance will start again.
- The negative leave balance in excess of two (if any), shall be adjusted by deduction from salary on a monthly basis.
- Leave balance will be updated automatically from the software after completion of probation period of an employee.

### **Professional Tax**

- Professional Tax is calculated as per government rules where applicable.
- ESS automatically calculate the P.tax amount from the employee's salary and deduct from their salary.
- Final payroll registers to be shared to the consultant for monthly challan submission.

### **7. Performance Management Process:**

- This policy applies to all the employees of Share India Group.
- Appraisal cycle is from April to March.
- Appraisal cycle may vary for some verticals depends on business needs.
- Employees who have joined on or before 30<sup>th</sup> September of the financial year are eligible for an increment on pro-rata basis.
- Employee, Line Manager, Functional Head, Management and HR are the stake holders of the appraisal process.
- HR will set the process of performance review.
- Once finalized, HR will share the process mechanism with the team heads including timeline to complete the process.
- Employee has to follow the process step by step as guided by their team head.
- A final review is conducted by the Functional Head and HR on the basis of employee's performance during the FY.
- Recommendations along with remarks are submitted to HR.
- HR will consolidate all departmental recommendations and share the final proposal to the Management for approval.
- The Management will review the consolidated results in coordination with HR and the respective Functional Heads.
- Upon completion of the appraisal process and Management approval, HR will issue increment letters to employees via email.
- Employees are required to sign the increment letter and return an acknowledgment copy to HR as confirmation of receipt.

**Note:** KRA/KPI forms, review forms, rating criteria may vary year to year as per organizational requirements.

**Note - \*\*Policy reference, Section 7, Performance Management policy**

#### **8. PIP (Performance Improvement Plan):**

- This is applicable to all the employees who have completed their probation period.
- Employees in probation period can be terminated with immediate effect if not performing as per required standard.
- A PIP is initiated when an employee's performance consistently does not meet required standards or KPIs.
- Reporting manager must inform the HR via email that he wants to place the employee on a PIP. The PIP duration may range from 30 to 90 days, as determined by the manager based on the performance concerns.
- Throughout the PIP period, the employee's performance will be closely monitored and reviewed. If performance improves to a satisfactory level, the PIP will be closed and the employee will continue in their role.
- If the employee's performance remains unsatisfactory at the end of the PIP period, employment may be terminated. In such cases, HR will proceed with the full and final settlement process as per approval from the manager.

**Note - \*\*Policy reference, Section 8, PIP policy**

#### **9. Exit Management Process:**

Exit management process is applicable to all the employees of Share India Group at the time of separation from the company. The purpose of this process is to ensure a smooth and fair process when an employee leaves the organization for any reason.

The guidelines and process to be followed for each condition is given below:

##### **1. Resignation:**

- Employee submits a written resignation to their reporting manager.
- Reporting manager will inform the HR about the resignation of their team member.
- Employee has to serve the notice period as per policy.
- If the employee does not serve the notice period, recovery will be done from his Full & Final settlement as per policy.
- Early relieving can be done only after the written approval from the manager and must be supported with proper justification or factual reasoning and must align with the HR policy and business needs.
- Manager can only approve the early relieving of the employee. However, recovery will still be applicable from his Full & Final settlement as per policy.

**Note - \*\*Policy reference, Section 5, Resignation Clause**

**Exception:** When the manager provides written approval for the early relieving of the employee, the following conditions will apply:

##### **1.1). Early Relieving with Shortfall Deduction (Recovery Applicable)**

- This applies when the employee requests to be relieved before the last working day

- as per the notice period and
- The manager approves the early relieving.
- In this case, the employee will be relieved as per the manager approved early date but the shortfall of notice period will be deducted from the employee's F&F settlement.

#### **1.2). Immediate Relieving Initiated by the Company**

- This situation applies when the manager requires immediate relieving of the employee and don't want him to serve the notice period but
- The employee is willing to serve the notice period and has not requested early relieving.
- In such cases, the company will follow the terms mentioned in the appointment letter.
- Since the early exit is initiated by the company, the company will be liable to pay the notice period shortfall (salary for the remaining notice period duration), as per the appointment letter clause.
- On the last working day of employee, the employee has to come to HR department and complete all the exit formalities. Employee has to sign on all the exit forms after reading carefully.
- Employee has to return all the company assets (ID card, Laptop etc.).
- The employee will receive all his dues pending from the company in his bank account within 45 days after his last working day.
- HR will email the experience/relieving letter to the employee once all his dues are cleared.

#### **2. Termination:**

- The employee is notified by the HR or Line manager the reason for termination (performance, behavior etc.).
- A termination letter is issued to the employee by the HR department with valid reason and effective date.
- HR will do all the exit formalities and start the process of full and final settlement of the employee.
- Employee has to return all the company assets (ID card, laptop etc.).
- The employee will get his full and final settlement amount within 45 days of his last working day.
- HR will email the experience/relieving letter to the employee once all his dues are cleared.

**Exception:** In some exceptional cases, only at the discretion of the manager, the full and final payment will be processed and released on immediate basis.

#### **3. Retirement:**

- The official retirement age at Share India Group is 70 years.
- The employee will be retired from the services on the last day of the month in which the employee turns 70.
- HR will process for the gratuity, PF and other retirement benefits.

#### **4. Absconding (No Intimation):**

- If an employee is absent for more than 5 or more consecutive days without any information, reporting head will inform the HR and HR will try to contact the employee via phone, email or written notice.

- A time period will be given to employee to respond.
- If no response is received within the given time period, a show-cause notice will be sent to the employee's address.
- If still no reply is received, HR will process the absconding separation.
- Final settlement will be done as per company policy.
- HR will record the case in employee records for future reference.
- No relieving or experience letter will be issued in such cases.

#### **5. Death/Permanent Disability:**

Below-mentioned process shall be applicable in case of demise of any employee while in service (whether natural, accidental, or due to any illness) or a permanent physical or mental disability condition certified by a registered medical practitioner that renders the employee unable to continue employment in any capacity within the organization.

- The reporting manager or HR to be informed as soon as possible.
- HR should inform the senior management or relevant department.
- HR should obtain official documentation (death certificate or medical certificate of disability).
- HR should process for the full and final settlement and clear all the dues.

## **Absconding Letter**

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

**Dear [Employee Name],**

This is to inform you that you have been absent from work since [last working day] without any prior information or approval and we have not received any communication or confirmation regarding your return to duties.

Your prolonged and unauthorized absence is a serious violation of company policies and is being treated as absconding from duty.

You are hereby instructed to report to work immediately or provide a valid written reason for your absence from work. Failure to respond to this letter within 4-7 working days from the date of issuance of this letter will compel the company to initiate disciplinary action against you, which may include termination of your employment, as per company policy.

We urge you to treat this matter seriously and respond without any further delay.

**For Share India Securities Ltd.**

**Sangeeta Sahu  
Head-HR**

## **Termination Letter**

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

**Dear [Employee Name],**

With reference to the letter shared with you on [date of absconding letter], wherein you were asked to report to work and provide a written explanation for your unauthorized absence from [first date of absence] onwards.

As of today, we have not received any response or update from your side within the timeline communicated.

Regrettably, there is no choice but to proceed with the termination of your employment with immediate effect. Your conduct in this matter has also made you ineligible for re-employment with any of our group companies at any time in the future. In addition, if any prospective employer contacts us for a background check, we will be obliged to share that you left the organization without prior intimation.

You are instructed to return any company property in your possession, including but not limited to ID cards, laptop, sim card etc. (if any). Any pending dues will be processed as part of your Full & Final settlement as per company policy.

Thank you for your service.

**For Share India Securities Limited**

**Sangeeta Sahu**

**Head- HR**