

# **HR Process Manual**

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## **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 (a) 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:**

#### **3.3 (A) 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.

#### **3.3 (B) 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:**

- 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**

<b>S r. N o.</b>	<b>Parameters</b>	<b>Min. score required</b>	<b>HR Score</b>
1	Personality	2	
2	Communication Skills	3	
3	Academic Knowledge	3	
4	Potential to perform Job	3	
5	Behavior/ 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**

<b>S r. N o.</b>	<b>Parameters</b>	<b>Min. score required</b>	<b>Manager 1</b>	<b>Manager 2</b>
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 process:**

- 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 for trading staff shall be from **08.30 A.M. TO 3.30 P.M.** from Monday to Friday. Though the shift can be changed subject to prior approval from the managers.
- All Saturdays will be a weekly off for all the trading staff (who are doing trading).

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

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

- All leaves must be approved from the manager.
- Trading staff is entitled to 1 Casual Leave per month.
- All Casual leaves will be lapse at the end of financial year i.e. on 31<sup>st</sup> March every year.
  - If an employee remains on leave on both the working days immediately before and after the weekly off (Friday and Monday), the intervening weekly off days (Saturday and Sunday) shall be treated as holidays. This rule will also apply in cases where a public holiday falls between the leave days.
- 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 other requests 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 disbursement.

#### **6.4 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.

**Note - \*\*Policy reference, Section 8B (Loan / Advance Policy)**

#### **6.5 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**

**6.6 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 exists, 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.

**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.

### **Bonus:**

Traders and related staff are eligible for performance-based incentives. Bonus is payable at the sole discretion of the management.

**\*\* Management reserves the right to review and revise this policy as needed.**

### **7. 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 7, PIP policy**

### **8. 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:**

- The employee must submit a written resignation to the HR Department, with a copy marked to the respective Team Head/HOD via email.
- The employee shall serve the notice period and comply with all the terms and conditions as specified in the appointment letter.
- In case an employee requests early relieving, the employee must submit a written request to the HR. HR will then review the request in consultation with the HOD/Management, and a decision will be taken based on business requirements and discussion.

**Note:** If an employee fails to comply with the terms and conditions of the appointment letter, the Company reserves the right to take appropriate action as deemed fit.

- 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. if any).
- 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.

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

## **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. if any).
- 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 as applicable.

## **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**