



OFFICE CIRCULAR (Rules & Regulations)

DUTIES COMES FIRST BEFORE THE RIGHT- Mahatma Gandhi

(All Mandatory Rule to be followed by Staff)

Company Code of Conduct and Internal Policies: -

- I. **Conduct & Disciplines/** Respect & Professionalism: -Rules Regarding Behaviors, Professionals Ethics & Disciplinary Action. Employee are Required to interact with Others in Office in a Respectful & Professional Manners. Any form of Harassment, discrimination of bullying is strictly prohibited & Can lead to Disciplinary Action.
- II. **Attendance & Punctuality:**
For all staff office timing is Morning 9:30 AM-Evening 7:00 PM (01/Mar.-31/Oct.) / 9.30 Hrs+30 Min Lunch (Time 2 Groups will be Created & A/B Team)
For all staff office timing is Morning 9:30 AM-Evening 6:30 PM (01/Nov.-28/Feb.)/ 9.00 Hrs+30 Min Lunch
- III. **Remote Work Policies:** - if in case an Employee working from Home/Remote then Total Work Duration will 10 Hour +30 Minute Lunch so Time for WFH/WFR shall be 9:00 AM to 7:00PM
- IV. **Dress Code:** - Formal Dress for All Male & Female Staff is Mandatory, No T-Shirt without Collar, Shorts Allowed on Office Promises as well as Customer Site Visiting. The Dress Must Have Professional Attires, Neatness & Hygiene
- V. **Equal Opportunity:** This Police applied for all employee that Any Office Opportunity/Rules re Equally applied for all employees until any specific permission not allowed for particular Rules/ Facility Basis of Male/Females
- VI. 3-time late in a Month (15-Min.-30 Min.) will be Allowed, Rest a half day 3 Time Delayed Will Marked Half Day.
- VII. Touring staff mandatory to inform Administrator of Departure & Arrival for Jaipur/Home Branch.
- VIII. If a staff not able to maintain office timing more then 7-days in a month his/her Salary will be deducted by 20.00% or he or she can be suspended form the job without prior notice.
- IX. **Honesty & Integrity:** - All Employee Mandatory to perform their duties/task/works with Honesty & Integrity, this is include Accurately reporting work hours, Not Falsifying Records & being truthful in communications
- X. Compliance with Company Policies: -
- XI. No one Employee can work for any other company/ personal work/ miss use of Office Work hours/Duration it can be finned upto ₹ 1000/- Each time if found. In Guilty
- XII. **Development Team Key Responsibilities:**

1. Install and configure software applications on client systems efficiently and accurately.



2. Perform minor modifications and customizations to software based on client requests and requirements.
3. Provide hands-on training sessions to clients, ensuring they understand the software functionalities and features.
4. Troubleshoot and resolve basic technical issues related to software installation and operation.
5. Maintain clear and detailed records of client interactions, modifications, and training sessions.
6. Collaborate with development & support teams to escalate complex issues when necessary.
7. Ensure timely follow-up with clients to ensure satisfaction and address any post-installation concerns.

A. Suggestions:

- I. If any employee Gives suggestion/Ideas in Development Team/ Sales & Marketing Team that increase Company Business Growth/ Prestige/ and that Suggestion worked after execution, then respective employee get Rewards for Same.

B. ABSENT/LEAVE/HOLIDAYS REPORTING: -

- I. All staff requested to take prior written permission from Administrator/Director/HR Departments before 48-hrs. /Min. 24-hrs of leave.
- II. Without permission leave/Sudden Absent be marked extra+1 day's leaves of total absent.
- III. No WhatsApp/SMS allowed **"Today I'm on leave"** whatever reason until prior permission via telephonic conversation with Administrator/Director
- IV. All staff are requested to look attendance register proper for all official leaves/holidays. - Website Holiday Calendar.
- V. No other Holidays/leave will have considered till Administrator prior written permission.
- VI. Any Holidays sudden issued by Govt./Public/Private will Decided by Administrator till no holidays will counted.
- VII. After Probation/Notice periods of 3 months Employee Are Eligible to get 7-Paid leaves but these cannot allow more the 3 days paid leave in any specific months.

C. SALARY & ADVANCE: -

- I. Salary of Current Month would be released in next month's dated 10-15 of every month. / if delayed reasons shall give in 12th of every month.
- II. No Advance Given apart from exceptional issues and only 60.00% Advance can available to total security /salary in with A/c of Company.
- III. SALARY will be PAID through Cheque /NEFT/RTGS/Bank Transfer so every staff need there saving/salary A/c to obtain salary. & Submit your Bank Details to Administrator/HR Department



D. TOUR EXPENSE/ Office Accessories: -

- I. For Marketing/ Installation & Training Staff Tour Advance will be release before 2-Hrs. of Tour/ Journey.
- II. For clearing all pending bill / Tour Expense staff need to submit of tour bus Travel ticket, Hotel bill, and all other expense Details with their valid proof.
- III. All Damage/ Office product service lost by Staff will not reimburse by Company / Staff will bear the loss.

E. TASK & INCENTIVES.

- I. All development/ marketing team required to accomplish their task & target to achieve their basic Salary + Incentives upon higher side business.
- II. Below Targeted Task staff will not able to stay longtime with Company.
- III. Above Targeted Task will get Incentives of His Rolled Additional Business 5.00-10%% of Total Target Values.

F. PROMOTION & BONUS.

- I. To Get Promotion staff should perform the regular grown in their given assignment consistency 3-6 Month.
- II. If a staff does not meet more then 3-month any business growth, then either he/she will Demotion or Discharge from Job regular by giving prior notice of 15-days.

G. USASE OF COMPANY RESOURCES / ACCESSORIES USES: - Guidelines for the appropriate use of company assets, including computers, software, internet, email, and mobile devices, strictly for business purposes.

- I. The Development Team will have required their own Laptop/ to be used for Office purpose (SIM Card will have offered by Company).
- II. Office Accessories provided to a staff on Security Deposit/ Caution Money/ equivalent to cost of Products/ and that product maintenance/Repaired in case of physically Damaged by himself will have bearded by Employee Itself.
- III. Marketing team will have required Two wheeler, Laptop, Mobile, Pen drive, Order file / Pen, visiting Card, & Promotion Material for HMS & Tirupati International & It's Services.

H. OFFICE Culture:

- I. Any staff during present/ Absent of Boss & Mam' will not do any Misleading, spoiling office environment or any other activity doing that make office product/service disturbance & harmful for Company prestige will lead to immediately fired with prior notice & No Salary will be release.
- J. Any series offence like involve in criminal case in any manner or Company manner that make Company Prestige Harmful during Job/ After Job will be treated and Considered series crime & will be treated accordingly & taken Legal action for the same.

I. Security Deposit/Caution Money/PF:

- i. All Security Deposit/ Caution Money/ PF would be release within 20-45 days from acceptance of Resignation & Hand over Approval.



- ii. All Employee Mandatory to Deposit of 1-month Salary as Security that will release when a employee is Quite Company with all Official Formalities.
- iii. Any discrepancy related to Payment/ Salary/Security Deposit/PF relative employee can request to A/c Department for Same.

J. JOB TERMINATION & SALARY +Security Deposit Release:

- i. If a staff/ employee resign the company that should hand over all office accessories as soon as possible, & per rule Marketing team have to survive Notice periods of 7-days & development team has to survive Notice Period of 30-days from date of Resign drop by email/ hand over to Administrator.
- ii. Once successfully handover to all Follow-ups, Accessories, Documents, Software Related Information, Source-Code, & Data Base His/her Experience Letter & Salary slip & Post Dated Cheque of Last Salary + Security Deposit will be given for post 30-days of approval of administrator or acceptance of Resignation.
- iii. Mktg. & Development Team Employee both need to give affidavit in favor of Company that the staff/employee will not use/misuse/Share any Company Information /Documents/ Software Demo/ Source Code +Database / security information to anyone/organization until & unless Company give written permission for same.

K. Health and Safety

Ensuring a safe and healthy workplace is a fundamental responsibility of both the employer and the employees. Companies implement health and safety policies to minimise risks and protect employees.

- **Adherence to Safety Protocols:** Employees must follow all safety guidelines, including wearing appropriate protective equipment and reporting any hazards or incidents immediately.
- **Workplace Ergonomics:** Companies may provide guidelines on ergonomics, encouraging employees to maintain proper posture and take breaks to prevent strain or injury.
- **Emergency Procedures:** Employees should be familiar with emergency procedures, including evacuation plans and the location of emergency exits and equipment.

K. CONFIDENTIALITY: -

The Confidentiality Rules applied for all Employee that They need to follow NDA-(Non-Disclosure Agreement) that they cannot disclose of Company' s Documents, Policies, Software Source Code, Database, Blue print, Architecture to Any Personal, Family, Cross Company

Employee Rights in a Private Limited Company



While private limited companies enforce rules and regulations, employees also have rights protected under various labour laws. Understanding these rights is important for employees to ensure they are treated fairly and can seek recourse if their rights are violated.

Employment Agreement

An employment agreement is a legally binding document that outlines the terms and conditions of employment, including job responsibilities, salary, working hours and other essential details.

- **Right to a Clear Contract:** Employees have the right to receive a clear and comprehensive employment contract before starting their job. This contract should be reviewed carefully to ensure that it aligns with the job offer and legal requirements.
- **Negotiation of Terms:** Employees may negotiate certain terms of their contract, such as salary, benefits and working hours, before signing. It is important to address any concerns or discrepancies at this stage.

Fair Compensation

Employees are entitled to receive fair compensation for their work, which includes timely payment of wages and other benefits as stipulated in their employment contract.

- **Equal Pay for Equal Work:** The Equal Remuneration Act ensures that employees performing similar work are paid equally, regardless of gender.
- **Minimum Wage:** The Minimum Wages Act mandates that employees must receive at least the minimum wage set by the government. Employers cannot pay less than this amount.
- **Timely Payment:** Salaries must be paid on time, typically on a monthly basis. Delays in payment are not only unethical but also illegal and employees can seek legal recourse if they are not paid on time.

Leaves and Holidays

Employees have the right to take leaves and holidays as per the company's leave policy and applicable labour laws.

- **Paid Leave:** Employees are entitled to a certain number of paid leaves each year, including casual leave, sick leave and earned leave.
- **Public Holidays:** Employees are entitled to public holidays as per the company's policy and state laws. Companies must ensure that employees receive paid time off on these days.



Health and Safety Rights

Employees have the right to work in a safe and healthy environment. Employers are required to provide a workplace that meets health and safety standards.

- **Workplace Safety:** The Factories Act and other regulations mandate that employers provide a safe working environment, including appropriate safety gear and emergency protocols.
- **Right to Raise Concerns:** Employees can raise concerns about workplace safety without fear of retaliation. Employers must address these concerns promptly and effectively.

Protection from Discrimination and Harassment

Employees are protected from discrimination and harassment under various laws, ensuring they are treated fairly regardless of their background.

- **Anti-Discrimination Laws:** The Indian Constitution and labor laws prohibit discrimination based on race, religion, caste, gender or disability. Employers must ensure that their workplace is free from discriminatory practices.
- **Sexual Harassment:** The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, provides protection to women against sexual harassment at work. Companies are required to establish an Internal Complaints Committee to address any complaints.
- **Grievance Redressed:** Employees have the right to file complaints and seek redressed if they face discrimination or harassment. Employers are obligated to investigate and take appropriate action.

**Office Circular Update can have done any time without any prior notice,
all employee has to obey without any obligation.**

"END OF THE DOCUMENTS"

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