



# ™ DUOS BRAIN MANAGEMENT ™

Promises Made...Promises Kept

## SUPPORT SERVICES PVT.LTD.

Corporate Office : A-40, Pochanpur , Gali No -1, Sector-23 , Dwarka , South west Delhi, New Delhi , INDIA -110077

Tel : +91 - 9810124655 , +91- 9810220105.

Email : [dbmssindia@dbmss.in](mailto:dbmssindia@dbmss.in) . Website : [www.dbmss.in](http://www.dbmss.in)

Delhi-NCR. Ahmedabad. Mumbai. Pune. Bengaluru. Cheenai. Hyderabad. Kolkatta.

Date : 1<sup>st</sup> Nov 2019

Ref : DBMSS Pvt Ltd /HR POLICY/001

### HR POLICY

#### 1. Recruitment of Ground Team

When candidate approaches to HR Executive, He/She will follow the following procedure.

- 1.1 He/She will take interview of the candidate.
- 1.2 He/She will satisfy himself/herself that candidate is mentally fit for service.
- 1.3 He/She will satisfy that candidate is medically fit for service.
- 1.4 He/She will ensure about candidate's previous work experiences.
- 1.5 He/She will check Original Aadhar Card, PAN Card, Bank document, Educational documents and Experience certificate(if any) to ensure candidate is literate, correct residential address and age must be more than 18 years and an Indian.
- 1.6 After got satisfied, he/she will fill up Form as per **Annexure – A** in **CAPITAL LETTER** in all respect.
- 1.7 Then he/she will fill up Resume, Service Certificate and Employeement card.
- 1.8 For registration in EPF, candidate will fill Form - 11, Form – 2 and Nomination Form. HR executive is ensure the correctness of Name of the Candidate (as per Aadhar Card), Spouse, Children and Parent along with their Age (Date of Birth).
- 1.9 Form – 1A to be filled for ESIC.
- 1.10 All Forms along with documents kept together duly signed by the candidate.
- 1.11 Back side of the form all finger prints of both hand will be captured.
- 1.12 After completing all documentation part, candidate will go for training by training department.
- 1.13 After completion of training, candidate will be allotted Designation and issued with Temporary Identity Card and ESIC registration certificate.
- 1.14 Candidate will be allotted project site and instruct to report site in-charge.
- 1.15 After completion of five day of work, candidate will be allotted an Employee Number, Appointment letter and issued with Permanent Identity Card.

#### 2. Role of HR executive on Recruitment of Ground Team

HR Executive will follow the following procedure.

- 2.1 He/She will check all forms are filled up with correct information and no column is left blank. Signature of candidate in all forms and documents.
- 2.2 He/She ensure the correctness of Name and Date of Birth mentioned as per Aadhar Card and Bank Account.



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- 2.3 Ensure whether candidate was allotted with ESIC and UAN number by previous employer.
- 2.4 Ensure that there should not be any tampering in documents.
- 2.5 Keep filled Recruitment form along with all related documents in file, maintained month and employee number wise.
- 2.6 Month end he/she will hand over all details to Salary department to generate UAN in EPFO portal and generate Salary slip in Salary software.
- 2.7 He/She will obtain approval of Manager (HR), then he/she will hand over one copy of appointment letter to the new employee.
- 2.8 He/She will scan all forms and documents and save soft copy in Computer in individual employee folder.
- 2.9 Ensure file all hard copies serially number wise and keep back up of soft copies weekly basis.

### **3. Role of Manager (HR) on Recruitment of Ground Team**

Manager (HR) will follow the following procedure.

- 3.1 He/She will check all forms are correctly filled up with required information and no column is left blank.
- 3.2 He/She will verify the correctness of documents and candidate is fit for service.
- 3.3 Ensure all forms should signed by candidate and documents are self attested.
- 3.4 Ensure candidate is issued with Identity Card, ESIC Card, allotted with UAN and Appointment letter.
- 3.5 Ensure all document is scanned. Soft copy kept in respective folder and hard copy filed in folder numbered serially.
- 3.6 Ensure weekly back up of documents.

### **4 Discipline**

- 4.1 Ensure candidate should maintain discipline at all the times. Should follow working hour, proper grooming, uniform, Code of Conduct and maintain proper etiquettes.
- 4.2 Ensure loyalty towards company and take care of Company assets and shall not misuse.
- 4.3 He/She shall not share/disclose company policies to other company without any prior permission of higher authority.
- 4.4 He/She shall not do any unauthorise activity or which is against law of land.
- 4.5 Penalty/Warning letter/Show Cause Notice will be imposed /issued on if there is any violation of Rule 4.1 to 4.5.

### **5 Leave**

- 5.1 All employees are authrised for one weekly off (on Sunday) with 03 National Holidays (NH), 07 Earned Leave (EL), 07 Gazette Holidays (GH).

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- 5.2 EL will calculate from 01 April of current year to 31 March of next year.
- 5.3 All employees will obtain permission from their respective Department Heads one day before availing leave duly filled leave application.
- 5.4 If anybody availed leave without approved leave application or more than authorized leave, then same will be treated as **ABSENT WITHOUT PAY**.
- 5.5 Permission should obtain from respective Department heads for any Preponed or Postponed of leave due to an emergency (like illness/death). Medical certificate to be produced on joining after leave.
- 5.6 Salary department will maintain the leave details for making of salary accordingly.

## 6 Exit of Employee

### 6.1 In Disciplinary cases

- 6.1.1 Check all warning letters, if issued earlier for any misconduct.
- 6.1.2 Issue Show cause notice to the individual.
- 6.1.3 If no proper reply received within stipulated time period, termination letter can be issued.
- 6.1.4 Company properties to be deposited before leaving.
- 6.1.5 Full and final of payment will be done after obtaining no-dues clearance from all departments.

### 6.2 In voluntary Resignation Cases

- 6.2.1 Employee will fill up the resignation form and obtained signature from Site in-charge.
- 6.2.2 Obtain clearance from all departments for no dues outstanding till leaving company.
- 6.2.3 Resignation letter to be handed over to HR Executive along with Identity Card.
- 6.2.4 HR executive will verify the document and file the resignation letter along with document after scanning.
- 6.2.5 Prepare Full and Final Statement sheet and hand over to Salary department for final payment.
- 6.2.6 After confirmation of full and final payment, exit date to be put in individual's EPF number.
- 6.2.7 Copy of Cheque or Bank Statement and F&F sheet kept with document and scan copy also to be kept in his personal folder.
- 6.2.8 Fill the withdrawal form of EPF, if individual not able to apply to withdraw his PF on line.



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### 6.3 In case of Death

- 6.3.1 When information received from any source of individual's death, the HR executive will take out the joining form and endorsed "DEATH ON DATE" on the form.
- 6.3.2 On receipt of the Death certificate from the relatives of the deceased, HR executive will ask for following documents to keep for record purpose.
- (a) Death certificate
  - (b) Post mortem report
  - (c) Copy of FIR
  - (d) Aadhar Card of deceased, Nominee and family members.
  - (e) Bank account and cancelled Cheque of Nominee and family members.
  - (f) Accident Report by Manager (HR).
  - (g) CCTV footage, if any
  - (h) Map/Sketch of Accident area.
  - (j) If accident happened, the Accident report (Form – 12) in ESIC Portal.
  - (k) Written statement from two witnesses.
  - (l) Inform to Assistant Labour Commissioner of jurisdiction.
  - (m) Accident register/Muster Roll/Wages Register/ESIC
  - (n) 4 color passport size photographs of each member.
- 6.3.3 On receipt of Death certificate, Form No - 22 will be raised in single copy , duly filled in all respect along with cancelled cheque of nominee will deposit to nearest ESIC Branch office for claiming of payment of Rs.10,000/-.
- 6.3.4 Full and final statement to be raised by Manager(HR) and send to accounts department for final payment.
- 6.3.5 For pension (if any) from ESIC, all details with Form No – 1A to be submitted with nearest ESIC Branch office.

This policy is implemented with effect from 01<sup>st</sup> Nov 2019. All are to adhere the policy with later and sprit.