



HR POLICIES ON EMPLOYMENT

Our Organization establishes and communicates clear principles by which employees are paid, are denote below.

1. **Payroll month:** Payroll month begin on first date of month and end on last date of month.
2. **Probation Period:** 6 month from the date of joining.
(Note: After probation period mutually decide (VHPT and Employee) whether to continue with each other or not.)
3. **Paid leave:** After probation period there will be 15 days of paid leave in a year and it must not be continues leave for 15 days. Leave must be granted for prior application of one week.
(Note: A Leave application Friday, Saturday, OR Saturday, Monday OR Monday, Tuesday to be not approved.)
4. **Minimum salary:** Salary shall be paid on Monthly basis as agreed in interviewing session.
5. **Increment:** Pay increment shall be decided by the authority on basis of employee's Work, Performance and Growth.
6. **Working Period:** Minimum 3 year commitment period if we select you.
7. **Deduction:** Any deductions like PF, ESIC, and TDS from salary will be made in accordance with current applicable law in case of eligible employee based on CTC.
8. **Retention:10 % Retention from Salary 1st 10 months.(Retention Amount Will Be Paid In End of The Job Day)**
9. **Timing:** Timing of work shall be as mutually discussed For
10. **Reporting:** Employee must report his/her In/Out time regularly. Failed to do so will be considering as an absence.
11. Three months' notice period before leaving the job.

The HR manager has the right to change, modify or approve exceptions to this policy at any time with or without notice.