



Induction Policy

Purpose:

- Purpose is to familiarize the new employee with service rules, culture of the organization and provide them with a smooth platform for smooth On-Boarding.

Scope:

All new joiners of the organization.

Procedures:

- HR Coordinator will introduce new inductee to the concerned Department Head. Welcome circular will be send to all employees through E-mail and the same is displayed on the notice board by the HR coordinator.
- HR Coordinator facilitates travel and accommodation in case requested by the candidate on the date of joining.
- New joiners shall complete the following forms as part of joining formalities with the aid of induction checklist
 - ID card request form
 - Joining report
 - Application Blank and photographs
 - Provident Fund - Nomination / Transfer
 - Insurance / Medical declaration.
 - Bank Application Form
- HR briefing will be undertaken by HR Coordinator and briefing about the organization and its structure, HR policies and procedures and Admin rules will be done.
- Employee database and organogram is updated by HR Department.
- Induction is carried out according to the Matrix below. Employee gets one week orientation from their relevant Department / Business units /HR for the familiarization of process, projects and culture.
- HR coordinator will collect the induction feedback form from the new joiners and prepares feedback report for improvising the induction programme and its process.

Induction Matrix

Up to AM	HR - Coordinators
Managers & Above	Head – HR