



1) INDUCTION POLICY

2.1 Objective

To imparted induction and orientation to new recruits so as to help them become familiar with the organisation and adapt to the new working environment as quickly as possible, so that, they become an effective member of SCPL Team and to help a new comer to integrate more smoothly into SCPL family.

2.2. Scope

All new recruits joining the services of the company.

2.3 Operating Guidelines

2.3.1 Implementation Responsibility – Staff joining at Corporate Office or Factory, the induction will be responsibility of Human Resources department.

2.3.2 Procedure

In case of new recruit joining in the staff cadre shall be provided induction and orientation as hereunder

01) Induction at the Reporting Location

02) Induction at the Place of Posting

01) Induction at the Reporting Location (Corporate Office/Factory Office)

The first day is always a very important day for a new joinee, hence arrangements shall be made to take care of the basic formalities (Annexure A) without causing any delay, difficulty and embarrassment and ensure that, the new joinees is at ease.



ANNEXURE A		
Documents		Office
	Confirmation Note - First day / time of arrival	Office / Workstation Available
	Letter of Appointment	Internal Telephone Ext. No. - Confirmed / Available
	Joining Announcement Circular	Key/ Building Access
Desk		Nameplate (for cabin if provided)
Availability - Yes / No		Computer (Desktop / Laptop)
Telephone		
	Available / Arranged	
	Internal Communication Directory	Clean & Connected
	Internal Telephone Extension List (Location Specific)	All required Logins Obtained
	Mobile Phone / Landline - Arranged / Available	All required access authorised
Printing Requirements		All required Software installed
	Business Cards	Company Car (Applicable Grades Only)
	Letterheads	Car - Available / Arranged
Required Stationary Items		

Signature of Authorised Officer

Date :

Please ensure that, these items have been checked before the arrival of the New Employee. Cross-out items that are not required or not applicable

On reporting, designated person (Induction Co-ordinator) shall complete all necessary joining formalities and handover induction Kit to New Joinee (Annexure B) & Induction Plan (Annexure C)



ANNEXURE B

INDUCTION KIT		
1	Welcome Letter	On day of Joining
2	Appointment Letter	On day of Joining
3	Code of Conduct	On day of Joining
4	Statutory Forms - Gratuity - Provident Fund & Pension nomination & transfer - Superannuation (wherever applicable)	On day of Joining
5	Other Forms - Medclaim / Hospitalization Nomination - Opening Salary Account - E-mail Address	On day of Joining
6	Joining Form (to be filled in by new joinee)	On day of Joining
7	HR Forms - Payroll - Joining Checklist - General Nomination Form - HR Data Collection Form - Training Needs Identification Form	On day of Joining
8	Identity Card /Attendance Access, RFID Card	Within 15 days
9	SIM Card (wherever applicable) along with allotment letter	Within 05 days
10	Laptop (wherever applicable) along with allotment letter	Within 15 days
11	Writing Pad & Pen	On day of Joining
12	Work Planning & Review Diary (if any)	On day of Joining
13	Policy Documents	On day of Joining

WEEE-Reg.-Nr.: DE 62194439

SAMSON CONTROLS PVT LTD

Factory Address: D-281, MIDC Ranjangaon,
Tal. Shirur, Dist. Pune - 412220, Maharashtra India
Ph.: 02138-665600 Fax: 02138-665666
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Corporate Address: 8th Floor, Marvel Fuego Building, Opp. Seasons
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14	Keys of Cupboard / Drawers / Lockers (wherever applicable)	On day of Joining, if new within 7 days
15	Communication Diary	On day of Joining
16	Induction Programme Evaluation Sheet	On day of Joining
17	List of Paid Holidays (as finalized for the year)	On day of Joining
18	Intercom Extension Phone Number List	On day of Joining
19	Office Timings and Weekly Off	On day of Joining

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C) Documents to be handed Over by New Joinee

1	Birth Date Certificate
2	Copies of Education Qualification
3	Relieving Letter from the previous Employer
4	Experience Certificate (s)
5	Address Proof
6	Medical Report / Fitness Certificate
7	PAN Card, Driving Licence, Passport copy if any
8	Form No.16 from former Employer / Salary Proof
9	Statutory Forms - Gratuity - Provident Fund and Pension nomination and transfer forms - Superannuation
10	Other Forms - Joining Report - Medclaim / Hospitalization Nomination Form - Opening Salary Bank Account - General Nomination Form
11	Acknowledgement of receipt of Company Assets (Mobile / Laptop / Company Car) (as applicable)
12	Acknowledgement of Appointment Letter
13	Acknowledgement of Code of Conduct
14	Salary Certificate of previous employer

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JOINING REPORT

To,
The HR Department,
SAMSON Controls Pvt. Ltd.
D-281, MIDC, Ranjangaon,
Tal - Shirur,
Dist - Pune - 412220

Date:

This has reference to your Appointment Letter Ref. No. _____
Dtd. _____ appointing me as _____ in the organisation.
I am joining the organisation today i.e. _____. I submit below the following
information and the necessary declarations for company record. Any change in the
same will be intimated to the company immediately.

Full Name: _____
First Name Fathers/Husband Name Surname

Employee Code:

Department: _____

Fathers Name: _____
First Name Fathers Name Surname

Date of Birth:
DD MM YY

Date of Joining:
DD MM YY

Yours Truly

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SAMSON CONTROLS PVT. LTD.
PAYROLL – JOINING CHECKLIST

Name : _____ Employee Code : _____

Form No.2 : _____ PF Nomination : _____

Medicclaim Form: _____ Hospitalization : _____

BANK ACCOUNT

Bank Name : HDFC

Bank A/c No : _____

Earlier PF Account No : _____

PF UAN No. : _____

Earlier PF – Withdrawn / Transfer to SAMSON

Earlier Superannuation Withdrawn / Transfer to SAMSON

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GENERAL NOMINATION FORM

Name : _____

Address : _____

Date : _____

To,
Samson Controls Pvt. Ltd.,
D-281, MIDC, Ranjangaon,
Tal - Shirur, Dist - Pune - 412220

Dear Sir,

This is to nominate Mr. / Mrs. _____ (Relationship)
_____ residing at _____

_____, to receive all my dues from the Company in the event of my death before the amount has become payable or having become payable has not been paid. The dues do not include Gratuity, Superannuation and Provident Fund for which separate nomination forms have already been filled. In case, however, such a nomination form does not exist on Company's record such dues may also be paid to the above named person.

Yours Faithfully,

Signature
(_____)

Witness:

Name & Address: _____

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CODE OF CONDUCT DECLARATION

To,
The Managing Director,
Samson Controls Pvt. Ltd.,
D-281, MIDC, Ranjangaon,
Tal – Shirur, Dist – Pune – 412220

– I hereby acknowledge the receipt of the Samson Code of Conduct.

I have read and understood the Samson Code of Conduct and agree to abide by all provisions both in letter and in spirit.

Thanking You,

Signature : _____

Name : _____

Date : _____

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ATTENDANCE ACCESS CARD

To,
Human Resources Department,
Samson Controls Pvt. Ltd.,
D-281, MIDC, Ranjangaon,
Tal – Shirur, Dist – Pune – 412220

– I hereby acknowledge the receipt of the Attendance Access Card No. _____

Thanking You,

Signature : _____

Employee Name : _____

– Employee Code : _____

Date : _____

Yours sincerely

FirstName LastName

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