“We always aspire to remain on the cutting edge of technology, ensuring the highest standards of quality and business ethics”.

– Late Dr. S. C. Dutt
Founder-Chairman, Development Consultants Group
DEVELOPMENT CONSULTANTS PRIVATE LIMITED is an organization which strongly believes in human dignity, integrity, openness and fairness of its employees. The crux of our policy towards people is very straightforward. An individual’s success in Development Consultants is directly proportional to the organization’s success. We also attach a lot of importance to issues such as loyalty to the organization, ability to work in a team and flexibility in taking up new assignments.

The Employee Policy manual provides answers to most of the questions one can have about Development Consultants and what is expected of all the employees. Through this manual the company wants to ensure that each member in the organization is familiar with the organization’s policies and procedures that have been formed for the benefit of all the employees, and that there is uniformity in information and treatment.

The manual records the detailed micro-level operational guidelines of various policies with the objective of achieving consistent, uniform and fair interpretation of various policies/procedures at all times. If some of them look very detailed, it is only because the Management prefers not to leave any issue ambiguous. At the same time, you will also find here the macro-level guiding principles and values that all employees should believe in and conform to, in order to gain the respect of their colleagues and clients.

Considerable time and effort has gone into putting together these policies and these have been designed to improve the quality of life at Development Consultants Private Limited. If you have any suggestions regarding these or any other policy that you would like to see implemented, you are most welcome as these would help us plan for the future.

As this is an up-dated document, all policies applicable hitherto have been included in the manual and at certain places, wherever required, some changes / amendments have been made. Any changes or additions to these policies shall be informed through circulars and these will be a part of this HR Policy.

From the desk of

Managing Director
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The Organization & its Geographic Spread

Development Consultants Private Limited [DCPL] is an India-based transnational Consulting Engineering Group rendering the entire gamut of Design and Project Engineering services starting from conceptual design and detailed design to construction supervision and commissioning of diverse core sector and high-technology projects in India and abroad.

Late Dr. Sadhan C. Dutt, Founder-Chairman of the Development Consultants Group of Companies, is widely considered as a pioneer in the area of consulting engineering services in India. An engineering graduate of Benaras Hindu University, he was chosen by Late Harry Kuljian of The Kuljian Corporation, USA to start the Indian operations of Kuljian in Kolkata in 1950. In an interesting turn of events, Dr. Dutt took over The Kuljian Corporation in the USA in the seventies and became its President.


The DC Group has executed over 2200 major projects in India and aboard. Under Dr. Dutt’s leadership, this organization has effected large-scale transfer of Indian technology worldwide and has helped establish the credentials of Indian engineering expertise abroad. He spearheaded the application of world-class technology in various fields including nuclear power, space research, desalination of sea water and so on.

DCPL operates through its Corporate Headquarters at Kolkata with Branch offices in other three major metropolises Delhi, Mumbai and Chennai, backed-up by an executive office in Vadodara. To cater for its global operations, DC Group has offices in USA, UK, Saudi Arabia and Hong Kong.
Organizational Vision & Mission Statement

To offer state-of-the-art engineering services and to remain in the forefront of the profession by continuously aspiring for higher level of technology.

To offer services of the highest quality to ensure customer satisfaction.

To achieve continuous self improvement through Research & Development, Training and Human Resource Development.

To meet social objectives by seeking highest standard of business ethics, ensuring a harmonious work environment and working for the welfare of the community.
Purpose of the Manual

Our company believes that employees are our biggest assets. They are the source of our strength, leadership and vitality. Our employees portray our image and values. Our constant effort is to build a warm and friendly atmosphere where every individual is given an equal opportunity to grow and contribute to their fullest to the organization.

The manual is an effort to help the employees to be familiar with the organization, its objectives, the guiding rules and regulations. The manual has been prepared to give information related to company’s personnel policy, the Rules and Regulations and the benefits and facilities which may be amended, altered or withdrawn by the company.

This will also help the employees to know their code of conduct as well.

The purpose of bringing it out is to compile the various rules, regulations and practices under one cover. Amendments to this may be carried out from time to time to cater to changed circumstances, to provide for contingencies that may not have been considered at the time of formulating these rules and procedures, and to remove anomalies that may have crept in unintentionally.

The recipient of this manual is requested to note the following points and abide by these guidelines:

- This manual is strictly restricted for circulation amongst the company’s executives only and not to be circulated outside the Group Companies.
- Whenever any clarification is required, the HR Department may be contacted.

This is by no means an exhaustive statement of policy, but it provides an overview of company’s Rules & Regulations, practices and procedures.
Confidentiality of the Manual

The manual is the property of the company and the details contained herein should be treated with utmost confidentiality and the contents should not be reproduced in part or in full without the prior written permission of the Human Resource Department. The information contained in this manual should not be shared with any person not employed in the company.

Scope of the Manual

This manual has been compiled for the benefit of all employees, consolidating in one volume the various benefits and the corresponding entitlements applicable to employees as well as procedures. However, the Management reserves the right to amend this manual keeping in mind the business exigencies. Nothing contained in this manual shall be construed to create rights or any obligations on the part of the company.

Amendments to the Manual

From time to time changes in the policies and procedures contained in the manual may be necessary. Such subsequent additions and deletions will be notified to the employees in writing through e-mails.

Any employee who has any suggestion regarding amendments, improvements or updating of this manual, may convey the same to the HR Department for review. Changes to this manual need to be authorised by the Chairperson.
Quality Policy

Remaining fully committed to complying with the requirements and to continually improving the effectiveness of its Quality Management System as per ISO-9001: 2000, DCPL’s Quality Policy states:

“Development Consultants Private Limited (DCPL) is a leader in the field of Consulting Engineering. It is our objective to remain in the forefront in this activity, by continuously aspiring for higher and higher technology and at the same time ensuring the highest standards of quality.

Therefore, the company is committed to offering engineering services of the highest quality to ensure state-of-the-art technology, economy in project and product costs, timely completion of assignments, assured reliability of operations, environment-friendliness and customer satisfaction.

DCPL, a dynamic growth-oriented organization, aims at achieving continuous self-improvement through research and development, diversification and market studies, market development and team efforts with delegation of appropriate authority to engineers and its support staff.

While it holds profitability in any project as a mark of success, DCPL is also committed to providing a new dimension to social service by seeking high standards of business ethics, a harmonious work environment and social and community welfare.”
Conflict of Interest Policy

Policy Applicable to all Employees (includes temporary, trainees & contract employees)

Employees are prohibited from having any direct or indirect personal interests in the company’s contracts or projects or in vendors or contractors doing or seeking to do business with the company. A "personal interest" means holding a position, engaging in the activities of, or having a financial stake or ownership interest in an outside business, which does or seeks to do business with the company.

Employees are prohibited from holding positions in, engaging in the activities of, or having a financial stake or ownership interest (other than a permitted passive investment) in outside businesses, which do not do or seek to do business with the company. A "permitted passive investment" is the cumulative ownership by an officer and/or his/her family members (parents, spouses and children) of a non-controlling interest in company shares available for sale or trade to the public. The permitted passive investment exception applicable to an officer’s ownership of an interest in an outside business which does not do or seek to do business with the company is limited to stock of publicly traded companies.

Company officers are prohibited from engaging in trade of any type.

Family members of company officers may have personal interests in outside businesses whether or not they do or seek to do business with the company, but such interests are subject to disclosure to and approval by the Head of HR.
Business Ethics Policy

The Company’s Policy on Business Ethics

The company shall maintain the highest ethical and legal standards in the conduct of its business; it shall conduct business with strict regard for what is right and proper; it shall be honest and transparent in all its dealings with its employees, clients, suppliers and vendors.

The books and records of the company shall be kept in a complete and accurate manner, one that fairly reflects the activities of the company. Any willful omission or falsification of company records will be regarded as a serious violation of company policy.

The company’s confidential and proprietary business information shall be safeguarded and utilized only in keeping with the best interests of the company, its obligations to third parties, and the highest ethical and legal standards.

In all situations, including those where there are no clear legal constraints, the company’s business shall be conducted in such a manner that neither the company nor any of its directors, officers, or employees would be embarrassed if the full facts are disclosed.

The written down Guidelines for Tender Evaluation will be adhered to, the secrecy clause followed and the bidders treated with equity and reason as far as practicable. In all commercial and financial matters, the employees concerned, have not only to remain honest but also to appear to be so. No undue favour is to be shown to any tenderer. All such matters are subject to random scrutiny by the internal audit team.

Only essential contact may be kept with the tenderers during the pendency of any tendering process with knowledge of the client. No employee, personally or through family members, will, in connection with the tender for or the execution of a contract, demand, take a promise for or accept any benefit - material or otherwise.

All employees of the company are to discharge their duties and responsibilities in a manner consistent with this policy and consistent with all applicable laws of the country in which they perform work for the company.
The officers and other supervisory personnel of the company are to set an example of the highest ethical and legal conduct, both in appearance and in facts. The company requires candour and honesty of its officers and employees at all levels to assure compliance with these policies.

All employees are required to read and acknowledge their understanding of the above guidelines and agree to strictly abide by them.
# Grade Structure

## LEVELS / DESIGNATION

There are different grades for four categories of personnel.

( In decreasing order )

<table>
<thead>
<tr>
<th>Engineering &amp; Other Professionals</th>
<th>Engineering Associates</th>
<th>Non-technical Support Staff</th>
<th>Sub-Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>H7</td>
<td>E7</td>
<td>D7</td>
<td>C</td>
</tr>
<tr>
<td>H6</td>
<td>E6</td>
<td>D6</td>
<td>B</td>
</tr>
<tr>
<td>H5</td>
<td>E5</td>
<td>D5</td>
<td>A</td>
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<tr>
<td>H4</td>
<td>E4</td>
<td>D4</td>
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<tr>
<td>H3</td>
<td>E3</td>
<td>D3</td>
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<tr>
<td>H2</td>
<td>E2</td>
<td>D2</td>
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</tr>
<tr>
<td>H1</td>
<td>E1</td>
<td>D1</td>
<td></td>
</tr>
<tr>
<td>H0</td>
<td>E0</td>
<td>D0</td>
<td></td>
</tr>
</tbody>
</table>
## CAREER PATH PROGRESSION FOR ENGINEERS/EQUIVALENT

(Subject to Qualification, Compatibility and Opportunity-Deviation in exceptional cases is possible.)

<table>
<thead>
<tr>
<th>Experience Level after Graduation</th>
<th>Designation</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 1 year</td>
<td>Trainee Engineer</td>
<td></td>
</tr>
</tbody>
</table>
| (+) 2 to 4 yrs (3 yrs)            | Design Engineer (DE)  
Sr. Design Engineer (SDE)  
Project Engineer (PE)  
Sr. Project Engineer (SPE)  
Manager (M)  
Chief Engineer (CE)  
Chief Architect (CA) | By Regular Promotion  
By Selection  
By Selection  
By Selection  
By Selection |
| (+) 5 to 7 yrs (3 yrs)            | Design Engineer (DE)  
Sr. Design Engineer (SDE)  
Project Engineer (PE)  
Sr. Project Engineer (SPE)  
Manager (M)  
Chief Engineer (CE)  
Chief Architect (CA) | By Regular Promotion  
By Selection  
By Selection  
By Selection  
By Selection |
| (+) 8 to 11 yrs (4 Yrs)           | Design Engineer (DE)  
Sr. Design Engineer (SDE)  
Project Engineer (PE)  
Sr. Project Engineer (SPE)  
Manager (M)  
Chief Engineer (CE)  
Chief Architect (CA) | By Regular Promotion  
By Selection  
By Selection  
By Selection  
By Selection |
| (+) 12 to 13 yrs (2 yrs)          | Design Engineer (DE)  
Sr. Design Engineer (SDE)  
Project Engineer (PE)  
Sr. Project Engineer (SPE)  
Manager (M)  
Chief Engineer (CE)  
Chief Architect (CA) | By Regular Promotion  
By Selection  
By Selection  
By Selection  
By Selection |
| (+) 14 to 17 yrs (4 yrs)          | Design Engineer (DE)  
Sr. Design Engineer (SDE)  
Project Engineer (PE)  
Sr. Project Engineer (SPE)  
Manager (M)  
Chief Engineer (CE)  
Chief Architect (CA) | By Regular Promotion  
By Selection  
By Selection  
By Selection  
By Selection |
| (+) 18 to 19 yrs (2 yrs)          | Design Engineer (DE)  
Sr. Design Engineer (SDE)  
Project Engineer (PE)  
Sr. Project Engineer (SPE)  
Manager (M)  
Chief Engineer (CE)  
Chief Architect (CA) | By Regular Promotion  
By Selection  
By Selection  
By Selection  
By Selection |
| (+) 20 yrs Upward                 | Design Engineer (DE)  
Sr. Design Engineer (SDE)  
Project Engineer (PE)  
Sr. Project Engineer (SPE)  
Manager (M)  
Chief Engineer (CE)  
Chief Architect (CA) | By Regular Promotion  
By Selection  
By Selection  
By Selection  
By Selection |
## CAREER PATH PROGRESSION FOR DRAFTSMEN (DIP. & DRAFTSMEN CERTIFICATE HOLDERS)
(Subject to Qualification, Experience, Promotional Examination & Opportunity)

<table>
<thead>
<tr>
<th>Experience Level After obtaining technical qualification</th>
<th>Designation</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma (3 yrs) 1 to 3 yrs (5 yrs) Certificate 1 to 5 yrs (5 yrs)</td>
<td>Draftsman Architectural Assistant</td>
<td>By Regular Promotion</td>
</tr>
<tr>
<td>4 to 7 yrs (4 yrs) 6 to 10 yrs (5 yrs)</td>
<td>Sr. Draftsman Sr. Architectural Assistant</td>
<td>By Selection Through test and Interview</td>
</tr>
<tr>
<td>8 to 11 yrs (4 yrs) 11 to 15 yrs (5 yrs)</td>
<td>Designer Associate Engineer Associate Architect</td>
<td>By Selection Through Interview</td>
</tr>
<tr>
<td>12 to 16 yrs (5 yrs) 16 to 20 yrs (5 yrs)</td>
<td>Lead Designer Sr. Associate Engineer Sr. Associate Architect Associate Engineer Associate Architect</td>
<td>By Selection</td>
</tr>
<tr>
<td>17 to 21 yrs (5 yrs) 21 to 25 yrs (5 yrs)</td>
<td>Associate Engineer Associate Architect Sr. Project Engineer Sr. Project Architect Sr. Associate Engineer Sr. Associate Architect</td>
<td>By Selection</td>
</tr>
<tr>
<td>22 to 30 yrs (9 yrs) 26 to 30 yrs (5 yrs)</td>
<td>Sr. Associate Engineer Sr. Project Engineer Project Engineer Project Architect</td>
<td>By Selection</td>
</tr>
<tr>
<td>31 to 35 yrs (5 yrs) 31 to 35 yrs (5 yrs)</td>
<td>Sr. Project Engineer Sr. Project Architect Project Engineer Project Architect</td>
<td>By Selection</td>
</tr>
<tr>
<td>+ 35 yrs onwards</td>
<td>Sr. Project Engineer Sr. Project Architect</td>
<td>By Selection</td>
</tr>
</tbody>
</table>
General Service Conditions & Rules

1. Every employee of the company shall comply with and abide by the rules governing his/her service under the company, whether in the Head Office, Branch Offices or at any Site Office, and also with the terms and conditions of his/her appointment with the company and shall comply with and obey all valid orders and instructions which may from time to time be given or issued to him/her by any person under whose superintendence, jurisdiction or control he/she may at any time be placed.

2. All employees shall maintain the strictest secrecy in regard to the affairs of the company and its business. No employee shall directly or indirectly disclose to an outside party any information regarding process, technology and information furnished by any client, or any design developed by the company based on such information.

3. All employees shall devote full time to the services of the company except as otherwise decided by the Management in particular cases and no employee shall, either on their own account or on account of any other person or persons, be in any way either directly or indirectly engaged, concerned or interested in any other business or occupation of any kind but will devote themselves exclusively to the business and affairs of the company and use utmost exertions to promote the company’s interest.

4. Except with express permission of the Management, an employee shall not carry on business either in his/her name or as a ‘benamdar’.

5. No employee should have any interest of any kind in any firm that supplies materials to this company or to its clients and if there be any such relationship it must be disclosed by him/her to the Management.

6. Any patents or inventions of which an employee is, at the date of his/her engagement, the owner, will remain his/her property, but no royalty, or other remuneration will be payable to him/her for the use thereof by the company unless a formal agreement has been entered into by the company fixing the royalty or remuneration to be payable. If at any time or times thereafter during the continuance of his/her employment with the company or during the three calendar months immediately succeeding the termination of employment with the company, an employee makes any invention, whether patented or not, relating to or capable in the opinion of the company of being used in connection
with the business of the company the employee shall forthwith communicate the same to the Managing Director of the company and the company shall be entitled to the use thereof in connection with the business of the company without payment of any royalty or other remuneration beyond such (if any) as the company may agree to pay and in the event of any such invention being patented by the employee, the employee shall execute in favour of the company a License in such form as the company may require, which License may be registered and recorded against the said patent. The rights of the user of such inventions and patents will continue even after the cessation of the employee’s service with the company.

7. If at any time an employee shall be called upon or required to take upon himself/herself the responsible charge of any money, stores or other property of the company, or if any such money, stores or property shall at any time be entrusted to him/her or come into his/her hands or be under his/her charge, he/she shall truly and faithfully account for and pay over or deliver the same to such person or persons concerned.

8. No employee shall use the company’s name or properties for his/her personal purpose and benefits unless so permitted in writing by the management.

9. No employee shall be permitted to accept any gift/s or gratification in cash or kind from any person/party/organization with whom the company has a business relationship, if such gifts/gratification is/are directly connected with any business dealings.

10. In all matters not covered by these rules or specific agreement, the decision of the Management shall be final and binding on every employee.

11. In the event of any dispute and/or differences arising out of or in connection with the Service Rules, the Courts of Law in the city of Kolkata (or, as geographically applicable) alone shall have jurisdiction to entertain, try and determine them to the exclusion of any other Court.
Dress Code

All employees of the company are expected to come to the place of work properly dressed and must work within the usual working hours truly and to the best of their ability.

i) Sober coloured shirts and trousers should be worn. Colours prevalent in the professional world are suggested. Trousers or suits ranging from black, gray, brown, tan, navy blue, sometimes light blue/light gray in summer are recommended. Shirts should be of sober colours. When deeper shades are worn attention should be given to colour matching with trousers or jackets. For dinner meetings dark coloured suits are recommended.

ii) Polished shoes should be worn with socks. Moccasins may also be allowed. Sneakers, sandals & sandal shoes will not be allowed.

iii) Collarless and too bright shirts or T-shirts are to be avoided. While attending office on Saturdays & holidays, one can dress as what is referred to as ‘casual professional’, Jeans, or casual trousers can be worn but collarless shirts, if worn, should be tucked-in.

iv) Sari, Salwar-kurtas or western dress of appropriate colour, material & style should be worn. T-Shirts and Jeans shall be avoided.

v) Decency must be maintained in whatever one wears.

vi) Overall a neat, clean & professional image should be portrayed.

vi) Sub – Staff will wear dress as prescribed by the company.
Probation, Confirmation, Deputation & Transfer

The Purpose

To closely monitor the performance of new employees and take developmental /corrective action at the initial stages itself.

The Span

Employees will be on probation for a period of six months from the date of their appointment or as mentioned in the Appointment Letter. Fresh engineers will have one year training.

If the management considers it necessary, the probation period can be extended by three months followed by three months more and if the employee’s performance is still not found satisfactory, the services of the employee will be discontinued.

During probation period the appointment may also be terminated at any time with seven (7) days’ notice from either side.

The Responsibilities

The HR Department is responsible for implementing the probation, transfer and confirmation formalities. In case of confirmation and transfer, the individual CI / HOD will also remain responsible.

The Procedure

The employee will be informed of his/her probation period through the appointment letter.

The performance shall be closely monitored by his/her HOD / CI.

A probationer will be evaluated by his/her CI/HOD through a formal “Performance Appraisal Form” within the first six months of service. The Head of the
Department will forward it to the Human Resources Department, after the CI has given his consent.

The aim of monitoring and appraisal is to ensure that there is regular feedback to the employee about his/her performance. A probationer will be kept informed of the evaluation and counselled to improve his/her performance through a formal feedback session within one week of the evaluation.

**Confirmation**

A probationer is deemed to be confirmed in his/her job only when the HR Department intimates him/her of the same in writing and till such time he/she continues to be a probationer and no rights / eligibilities of a permanent employee shall accrue to him/her.

**Transfer**

All confirmed employees can be transferred from one location / branch / site to another within the company in India or abroad. However these transfers if made outside DCPL to other Group Companies, should be treated as a total relocation to the assigned unit with its individual functioning and governing policies. A transfer can also be made to a site / branch office, which has come up later, and it was not there during the employee’s appointment.

**Procedure**

There will be no continuity between the past position / function and the new position / function in case of transfer to any company outside of DCPL. Before being transferred all the final dues of the employee will be settled which would include all retiral benefits too, and the case will be treated as a separation. The employee will join the transferred location / job as a new employee.

In case of transfer to any branch / site within the company, it shall be treated as transfer and original date of employment shall be treated for all separation benefits in continuity. However, rules / regulations / policies of the transferred branch / site shall be applicable to the employee upon such transfer. His/her benefits may be altered in keeping with the policies of
new branch / site but the overall compensation package would be protected.

In case of deputation to company’s Associate Organization, the employee shall be governed by the rules and regulations of the Associate Organization which will supersede the Standard Terms and conditions of employment for the period of deputation.

Employees transferred out of station will be reimbursed traveling expenses for self and family. The Travel Policy of the company will guide the mode of travel, out of pocket expenses for transfer etc. For packing, loading, unloading & transportation of personal effects, HR & Accounts will finalize the ceiling.

Employees on transfer shall be reimbursed, if so warranted, boarding, lodging and out of pocket expenses for self and family (if necessary) for a maximum period of 15 days on actual basis as per specified norms. It shall be necessary for the transferee to submit bills to claim such reimbursements.
**Working Hours & Attendance**

**The Purpose**
To encourage a congenial work environment based on disciplined work timings and punctuality.

**The Span**
Policy covers Working Hours and Attendance.

  - For all employees of Development Consultants Private Limited.

**The Responsibilities**
The HR department is responsible for implementing the working hours and attendance timelines.

**Working Hours**
At present the salary month in DCPL starts from the 21st of the previous month and continues till the 20th of the current month.

  - The office opens to business on all days, other than Saturdays, Sundays and declared holidays. The employees are expected to come on holidays depending on the work and on the discretion of the management.

  - General Office Timings at DCPL Head Office are from **8:45 AM to 5:45 PM** with a lunch break of half an hour.

  - Timings and holidays at the Branch and Site offices are locally announced

  - The employees at the HO are granted grace period for late coming for 15 minutes i.e. upto 9.00 AM

  - In case of late coming beyond 9.00 AM and upto 10.00 AM there shall be deduction of one-day leave for every four days of late coming in a salary month.
Reporting after 10.00 AM and upto 1.30 PM will be treated as half day attendance.

Those who want to take leave for the first half should log in before 1.30 PM, and those who want to take leave for the second half should log out after 1.30 PM.

**Attendance**

Attendance is to be recorded by each employee through the Electronic / Computerized Attendance System, maintained by the company and Attendance Register. Please note that it is the responsibility of the employee to ensure that his/her attendance is recorded, so that the salary payment calculations are made correctly. Approved Timecard / Attendance Sheet should be submitted in time for salary processing.

Employees who are going on tour/outdoor duty/leave need to intimate the Accounts department & submit approval note of their CI’s.

**Exceptions**

Exceptions to this policy require endorsement by the MD.
Leave Rules

The Purpose

The leave rules have been formulated to enable the employees to maintain a healthy work life balance. Leave is given to the employees to provide for sickness/emergency/personal work/rest and recreation. Calculation of EL / CL / ML / SL (For site personnel) shall be on the basis of calendar year starting from salary month January and ending with December, every year.

The Span

All regular and contract employees of the company are eligible for leave.

The Responsibilities

The Accounts Department is responsible for the recording of leaves.

Types Of Leave

Subject to exigency of service all regular employees shall be eligible for the following leaves:

a. Every employee shall be entitled to Casual Leave upto a maximum of Ten (10) days in each calendar year. Not more than six- (6) days’ Casual leave can be taken at a time and it cannot be normally combined with Earned Leave. Casual Leave will not be carried forward from one calendar year to another. Employees requiring more than twenty-four (24) hours for reaching their Home Town may be allowed to combine Casual Leave with Earned Leave to the extent of numbers of days required for such travel.

b. Every employee shall be entitled to Earned Leave of fourteen (14) days for each year of service. Earned Leave can be accumulated upto a total of Eighty-four (84) days. Employees can encash the earned leaves for the current year’s un-availed earned leave in excess of 84 days, at the beginning of the following year or the un-availed Earned Leaves upon separation. All contract employees are also
eligible for encashment of un-availed earned leave at the end of their respective contract period.

c. Every employee shall be entitled to Leave on Medical Grounds on Half-pay for a period of Fourteen (14) days for each year of service which may be accumulated upto One Hundred and Twelve (112) days.

d. Every Employee assigned for fieldwork shall be entitled to one (1) day’s site leave for every one (1) month’s fieldwork or pay in lieu of leave.

e. The maximum period for which any female employee shall be entitled to Maternity Leave on full pay shall be twelve (12) weeks i.e., previous six (6) weeks upto and including the day on which she has delivered the child and six (6) weeks immediately following that day.

f. Holidays and Sundays falling within the period of leave will not be counted as leave and during the intervening period of casual/earned/medical leave, the same will be excluded from the total leave to be deducted. Similarly at offices where Saturday is a half working day, it will be treated as a half day. At Field Offices/other divisions where Saturday is a full working day it will not be excluded for the purpose of leave.

g. Leave for contract employees will be guided as per their individual contract.

leave without eligi

Eligibility

Leave without Pay (LWP) will be given to employees only in exceptional circumstances purely at the discretion of the management which could include reasons such as maternity, personal sickness or sickness in the immediate family.
Process

Any employee wishing to go on LWP will need to apply for the same to his/her Head of Department for approval who in turn will forward it to the HR Department. Only the MD / Head of HR will take the final decision on granting LWP.

Exceptions

Exceptions to this policy require endorsement by the concerned HOD and concurrence of the MD.
Leave Travel Concession (LTC)

**Title**

The Scheme shall be called “LEAVE TRAVEL CONCESSION”.

**The Purpose**

To extend financial assistance to the employee including their dependant family members, with a view to encouraging them to proceed on leave for recreation.

**The Span**

All confirmed employees of the company are eligible for LTC once in a block of two (2) years. (January of an even year to December of the next odd year). For retired employees on contract service and other contract employees LTC entitlement notices will be made separately by HR Department.

**Terms And Conditions**

Entitlement of LTC amount shall be one month’s consolidated salary of the employee once in every two years when he/she proceeds on LTC.

The employees shall be allowed to avail of the LTC amount lying in their credit once in every two years by proceeding on earned leave of at least 5 consecutive days.

**General**

In order to avail themselves of this benefit, all employees must have requisite earned leave to his credit.

The leave period will not include intervening holidays, if any.

Leave granted under the scheme shall not be extended except under extra-ordinary circumstances.

The application for leave must be submitted in advance to the sanctioning authority. No cash advance will be paid for undertaking such travel and the allowable amount will be reimbursed when the employee joins office after the leave period is over. The statement of expenses must be submitted to
Accounts Department for claiming reimbursement of LTC.

Exceptions

Exceptions to this policy require endorsement by the MD.
Medical Benefit

The Purpose

The objective is to provide financial assistance to meet the medical expenses of the employees and their dependants for domiciliary & hospitalization (in case of hospitalization employee and his/her five dependants comprising spouse, children & parents will be covered under the policy).

The Span

All regular employees of the company are eligible for medical benefits (domiciliary and mediclaim insurance).

Those who have retired from this company and are continuing on contract service are eligible for domiciliary medical benefits for self and spouse only. They are also covered by Group Mediclaim Insurance Policy for an amount of Rs. 1,00,000/- the premium for which is paid by the company.

Those who have retired and are no more in service will also be covered by group mediclaim insurance policy for hospitalization for self & spouse till they are alive (both or any one member) for an amount of Rs. 1,00,000/- the premium for which is paid by the company.

An employee who passes away while on service will make his/her spouse and dependants eligible for medical insurance

Those who are on direct contract service will be eligible for domiciliary and/or hospitalization as per terms of their contract appointment.

Presently there is a provision for regular employees, retired employees working no more, retired employees continuing on contract basis and contract employees (if mentioned in the contract) that they can enhance the mediclaim insurance amount upto Rs. 10,00,000/- and the extra premium over and
above that required for Rs 1,00,000/- cover will have to be paid by the employee.

The Responsibilities
The HR along with the Accounts Department co-ordinates all mediclaim issues and the domiciliary treatment.

The Guidelines
Hospitalisation/In-patient Treatment:

Regular employees and their family members comprising spouse, dependent parents and dependent children will be covered by Group Medical Insurance Policy for Hospitalisation/In-patient treatment with floater coverage. The sum insured value is presently Rs.1,00,000/- per family per year. The premium is paid by DCPL. All disbursement will be as per rules of the Insurance company.

Out-patient Treatment

Treatment of member of staff, his/her spouse and children

Located in Kolkata or any branch/site office and treated at out-patient department of SRI AUROBINDO SEVA-KENDRA (SASK), Kolkata, and/or any hospital/nursing home/clinic or at any registered medical practitioner’s chamber, will be reimbursed for treatment as per SASK rates.

Consultation at Residence of Employee
In case of ailment of employee only where a registered medical practitioner visits him/her at residence for treatment, the ceiling for reimbursement of the consultation fee of medical
officer/specialist shall be twice the out-patient rate of SASK ceiling provided the doctor mentions that he/she visited the patient at the residence, subject to above reimbursement rules.

**Dental Treatment**
Dental cases, such as extraction, filling up of carries tooth, ordinary gum infection e.t.c., shall not be considered for reimbursement. However, any serious ailment such as fistula in the dental region, abscess, osteomyelitis in the dental region, which needs to be attended by a dental surgeon only, may be considered on the merit of the case.

**Eye**
Reimbursement of expenses shall be made for refraction, tension subject to SASK ceiling. Charges for spectacles shall not be reimbursed except for the first spectacle prescribed for drivers.

**General**

i) In cases of specialized treatment for which facilities are not available at SASK, reimbursement of expenses incurred may be considered at the discretion of the company.

ii) Special approval also has to be obtained for reimbursement of expenses for appliances prescribed by registered medical practitioner for treatment.

iii) For claiming reimbursement of medical expenses, prescriptions of the Doctor/Specialist along with the Cash Memo/Bills with detailed break-up shall be submitted in the prescribed form to the Officer designated by the company in Accounts Department, Kolkata, for processing of medical expenses.

iv) For claiming reimbursement of fees charged by a Specialist/Medical practitioner, a receipt signed by the Medical practitioner/Specialist giving the date of each visit and the corresponding fees shall be submitted along with the claim for reimbursement.
v) If parents are dependent (wholly/partially) on the employee he/she shall be entitled to a total reimbursement, at actual, of all admissible medical expenses incurred for the parents subject to a ceiling of Rs. 10,000/- for both the parents combined, for the entire tenure of the employee’s/employees´ service with the DC group. The aforesaid ceiling of Rs. 10,000/- for the parents is irrespective of number of brothers/sisters working in DC group.

vi) Reimbursement of the above medical expenses shall be made at the prevailing rates of SASK.

**Comprehensive Medical Check Up.**

All employees at HO between the age group of 40-57 years undergo periodic comprehensive medical check up as per following interval at company’s cost:

Employees – age group : Once in every two (2) years between 40-49 years

Employees – age group : Once every year between 50-57 years

The medical check-up takes place in SASK Health Centre, on every Wednesday, Thursday and Friday, between 9.00 AM and 11.00 AM.

Individual employee in the above age group is informed, in advance, about the date fixed for such medical check-up.

The time spent for medical check-up is considered to be on duty and after the check up, the employee shall resume duty in the office.

A copy of the Comprehensive Health Check-up Report received from SASK Health Centre is given to the individual employee for subsequent follow up, if any.

**Exceptions**

Exceptions to this policy require endorsement by the MD.
Remarks

Presently the above mediclaim policy is with a renowned Insurance Company and the policy is renewed every year in the month of December.
Group Term Life Insurance Policy

The Purpose
To insure employees under the Life Insurance Scheme which cover payments on account of natural death of the policy holder.

The Span
All permanent / contract employees of the company up to the age limit of 65 years.

Responsibility
The Head HR along with the Director - Finance is required to formulate and implement the policy.

Procedure
The scheme is provided by a reputed Insurance Company which cover more than 50 times of the monthly consolidated salary to the nominee of the deceased member.

An insured member has the option of enhancement of coverage provided the additional premium for this additional coverage over the above mentioned amount is paid by the insured member.

If the Insured Member, whether sane or insane, commits suicide within one year from the effective date of his coverage, the Insurance company’s liability shall be limited to a refund of premiums paid for that Insured Member without interest.

The premium and the administration cost for the above policy is fully borne by the company.
Group Personal Accident Insurance Policy

The Purpose

To insure employees under the Group Insurance Policy which cover Accidental Death, Dismemberment, Permanent Total Disability, Permanent Partial Disability.

The Span

All permanent / contract employees of the company upto the age limit of 75 years. Special insurance provisions have been made for those who are above this age.

Responsibility

The Head HR along with the Director-Finance is required to formulate and implement the policy.

The Policy

This is a twenty-four hour policy and covers both off and on duty anywhere in India provided by a reputed Insurance Company.

The premium for Group Personal Accident Insurance will be borne entirely by the company and the sum insured shall be more than 50 (fifty) times the consolidated salary.

An insured member has the option of enhancement of coverage provided the additional premium for this additional coverage over the above mentioned amount is paid by the insured member.

The Procedure

HR will inform the Insurance company of the details of the accident and process all the insurance claims for the employees. In case the employee is traveling and meets with accident, he should immediately communicate the same with the details to HR.
The Coverage of this policy includes the following clauses:

**ACCIDENTAL DISMEMBERMENT (Including Loss of Sight and Hearing)**

The Insurance company will pay a percentage of the Principal Sum shown in the Policy Schedule if injury to the employee results in one of the losses shown in the Table of Losses below. The loss must occur under the circumstances described in a hazard within 365 days from the date of the accident which caused Injury.

The Insurance company will pay, provided such disability has continued for a period of 12 consecutive months and is total, continuous and permanent at the end of this period, the Principal Sum less any other amount paid or payable under “Permanent Total Disability or Permanent Partial Disability” section of this Policy, if these coverages are offered under this Policy, as the result of the same Accident.

If more than one loss results from any one Accident, only one amount, the largest, will be paid.

**Table of Losses**

<table>
<thead>
<tr>
<th>Loss of % of Principal Sum</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Both Hands or Both Feet</td>
<td>100%</td>
</tr>
<tr>
<td>Sight of Both Eyes</td>
<td>100%</td>
</tr>
<tr>
<td>One Hand and One Foot</td>
<td>100%</td>
</tr>
<tr>
<td>Either Hand or Foot and Sight of One Eye</td>
<td>100%</td>
</tr>
<tr>
<td>Speech and Hearing in Both Ears</td>
<td>100%</td>
</tr>
<tr>
<td>Either Hand or Foot</td>
<td>50%</td>
</tr>
<tr>
<td>Sight of One Eye</td>
<td>50%</td>
</tr>
<tr>
<td>Speech or Hearing in Both Ears</td>
<td>50%</td>
</tr>
<tr>
<td>Hearing in One Ear</td>
<td>25%</td>
</tr>
<tr>
<td>Thumb and Index Finger of Same Hand</td>
<td>25%</td>
</tr>
</tbody>
</table>
"Loss" with regard to:-

1. hand or foot means actual severance through or above the wrist or ankle joints respectively;

2. eye means entire and irrecoverable loss of sight;

3. thumb and index finger means actual severance through or above the joint that meets the hand at the palm;

4. speech or hearing means entire and irrecoverable loss of speech or hearing of both ears;

Exclusions:

In addition to the General Exclusions listed in this Policy the coverage section shall not consider:

1. losses caused directly or indirectly, wholly or partly by:

   (a) infections (except pyogenic infections which shall occur through an Accidental cut or wound) or any other kind of Disease;

   (b) medical or surgical treatment except as may be necessary solely as a result of Injury;

2. Any Injury, which shall result in hernia.

ACCIDENTAL DEATH

The Insurance company will pay the Principal Sum shown in the Policy Schedule if Injury to the employee results in loss of life.

The loss must occur under the circumstances described in a Hazard within 365 Days from the date of the Accident, which caused Injury.
The Insurance company will pay, the Principal Sum less any other amount paid or payable under: Accidental Dismemberment including Paralysis, Permanent Total Disability, if the coverages are offered under this Policy, as the result of the same Accident.

Exclusions:

In addition to the General Exclusions this coverage shall not consider:

1. Loss caused directly or indirectly, wholly or partly by:

   a. Infections (except pyogenic infections which shall occur through an Accidental cut or wound) or any other kind of Disease;

   b. Medical or surgical treatment except as may be necessary solely as a result of Injury;

2. Any Injury, which shall result in hernia.

PERMANENT TOTAL DISABILITY

When as the result of the Injury occurring due to a Hazard and commencing 365 Days from the date of the Accident and the employee suffers a Permanent Total Disability, the Insurance company will pay, provided such disability has continued for a period of 12 consecutive months and is total, continuous and Permanent at the end of the period, the Principal Sum less any other amount paid or payable under: Accidental Death, or Accidental Dismemberment, or Permanent Partial Disability, or Permanent Total Loss.

PERMANENT PARTIAL DISABILITY

When as the result of Injury occurring due to a Hazard and commencing with in 365 Days from the date of the Accident the employee suffers a Permanent Partial Disability, the Insurance
company will pay, provided such disability has continued for a period of 12 consecutive months and is continuous and Permanent at the end of this period, a percentage of the Principal Sum if the Injury to the employee results in one of the losses shown in the Scale below less any other amount paid or payable under the Accidental Dismemberment, or Permanent Total Disability, or Permanent Total Loss as a result of the same Accident.

Scale: Percentage of Principal Sum

1. Loss of toes - all 20%
   Great toe 5%
   Other than great toe, if more than one toe lost, each 1%
2. Loss of hearing - both ears 50%
3. Loss of hearing - one ear 25%
4. Loss of four fingers and thumb of one hand 40%
5. Loss of four fingers 25%
6. Loss of thumb 15%
7. Loss of index finger 10%
8. Loss of middle finger 6%
9. Loss of ring finger 5%
10. Loss of little finger 4%

“Loss” with regard to:

(a) Toe, finger, thumb means actual complete severance from the foot or hand;

(b) Hearing means entire and irrecoverable loss of hearing.

When more than one form of disability results from one Accident, the Insurance company adds the percentages from each together. However, the Insurance Company will not pay more than 100% of the Sum Insured.

If claim is payable for loss or loss of use of a whole member of the body, a claim for parts of that member cannot also be made.
If the Insured Person has an existing medical condition and they suffer Injury, the Insurance company will assess:

(a) Whether the Insured Persons medical condition has contributed to their disability; and

(b) Whether the disability makes the Insured Persons medical condition worse.

In either case the Insurance company will assess the difference between the Insured Persons medical condition before, and their disability after the Accident. Any payment made by the Insurance company will be based on the difference, expressed as a percentage and applied to the appropriate benefit above.

**Exclusion:**

In addition to the General Exclusions this coverage section shall not consider loss caused directly or indirectly, wholly or partly by:

1. Infections (except pyogenic infections which shall occur through an Accidental cut or wound) or any other kind of Disease;

2. Medical or surgical treatment except as may be necessary solely as a result of Injury.

**General Exclusions**

This entire Policy does not provide benefits for any loss resulting in whole or in part from, or expenses incurred, directly or indirectly in respect of:

1. Suicide, attempted suicide (whether sane or insane) or intentionally self-inflicted Injury or illness, or sexually transmitted conditions, mental or nervous disorder, anxiety, stress or depression, Acquired Immune Deficiency Syndrome (AIDS), Human Immune-deficiency
Virus (HIV) infection; or

2. Being under the influence of drugs, alcohol, or other intoxicants or hallucinogens unless properly prescribed by a Physician and taken as prescribed; or

3. Participation in an actual or attempted felony, riot, crime, misdemeanor, (excluding traffic violations) or civil commotion; or

4. Any loss, damage cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with any Act of Terrorism regardless of any other cause or event contributing concurrently or in any other sequence to the loss; or

5. Ionizing radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from burning nuclear fuel; or

6. The radioactive, toxic, explosive or other dangerous properties of any explosive nuclear equipment or any part of that equipment; or

7. Self-exposure to needless peril (except in an attempt to save human life);

8. Congenital anomalies or any complications or conditions arising there from; or

9. Participation in winter sports, skydiving/parachuting, gliding, bungee jumping, scuba diving, mountain climbing (where ropes or guides are customarily used), riding or driving in races or rallies using a motorized vehicle or bicycle, caving or pot-holing, hunting or equestrian activities, skin diving or other underwater activity, rafting or canoeing involving white water rapids, yachting or boating outside coastal waters, participation in any Professional Sport, any bodily contact sport or any other
hazardous or potentially dangerous sport for which you are trained or untrained.

10. Any loss resulting directly or indirectly, contributed or aggravated or prolonged by child birth or from pregnancy, or

11. For any loss of which a contributing cause was the employees actual or attempted commission of, or willful participation in, an illegal act or any violation or attempted violation of the law or the employees resistance to arrest.
Conveyance & Lunch Facility

**The Purpose**
To make an employee’s office travel comfortable and convenient and to provide him/her meals at subsidized rates.

**The Span**
Company provides office transport/conveyance allowance to all employees. Priority is given to the female employees for availing themselves of office transport facility.

**The Responsibilities**
The Head of HR in consultation with the Head of administration is responsible for developing and implementing the policy.

**The Procedure**
Employees become eligible for company’s transport facility as per the following criteria:

- For Engineers – 4 years service after graduation.
- For Non-Engineers – 10 years service after passing.
- For Lady employees – From the day of joining.

For employees of Salt Lake Office some relaxation has been made in the existing criteria due to scarcity of public transport.

- For Engineers – 1 year service after graduation.
- For Non-Engineers – 5 years service after passing.
- For Lady employees – From the day of joining.

However, the above is applicable subject to availability of seats in a particular route.

- Two-wheeler and Four-wheeler allowance at prevailing rates is paid to the eligible employees. The employee should posses the vehicle in his/her name and he/she should use it for to and fro journey to the office.
All other employees of DCPL are paid a conveyance allowance for commuting to the office and back based on their level & grade.

**Lunch**

Lunch at a highly subsidized rate is provided to an employee posted at Head office, Salt Lake office and Mumbai Branch office. There are arrangements to reimburse lunch expenses at other Branch/Site Offices as per office/site norms. An employee from the day of his/her joining is entitled for getting office lunch/lunch reimbursement.

**Exceptions**

Exceptions to this policy require endorsement by the MD.
Information Technology Usage Policy

Objective

To overcome possible breaches of security and confidentiality of proprietary information when using information technological tools.

Scope

The policy shall include usage of all PCs, laptops, shared network services, proprietary software & all related technology that can access or be accessed through them. In addition to the above, all other devices or software shall be included.

Rules

Employees are expected not to use company’s technology for personal financial gain or profit.

- All new joinees are given PC’s/Laptops equipped with the necessary software/hardware as per the need of the job.

- Additional software/hardware can be requested and shall be allocated once the relevant authorities/manager approves the ‘need’.

- All information shall be shared on a need-to-know basis. Each user shall be given necessary (and restricted) access to the computers/shared network. It is mandatory to follow the access limits strictly.

- Employees shall be held responsible for inappropriate use of information, which they have access to. All passwords must be kept confidential and computers shall be locked/logged out while away from the office.

- Carrying information in printed or soft copy is prohibited without prior sanction from the superior. No information shall be copied illegally by any employee.
No software shall be installed on the computers by any employee. All software required for business purposes shall be installed and upgraded by the Information Technology Department.

The company shall have the right to monitor any and all the aspects of its technology.

Using technology for entertainment is prohibited.

Employees shall be required to read and follow the Technology Updates sent from time to time. These shall include tips for effective use of technology, information security, new technology and upgrades.

All personal greetings, displays or messages shall be formal and professional.

Usage of PCs and Laptops

Employees must maintain company’s professional image and reputation in their use of the PCs & laptops.

They may store only work-related programs or information on their PC, laptop or the servers.

They must at all times be conscious that the hardware is networked and others may view files stored on their computer.

Employees will be held responsible for the data stored on their machines, its security & use.

Employees are expected to strictly comply and must never share the hardware (PC or laptop) with friends or family members.

Employees must not install unauthorized hardware devices on the machines that they have been assigned.
The company reserves the right to replace, remove or recall hardware at any time.

Separating employees who have been assigned PCs or laptops must return these prior to leaving.

**Use of Internet**

- Certain employees may be provided with access to the Internet to assist them in performing their assigned tasks. It is strictly on “need to use basis”.

- The company advises discretion in the material viewed or downloaded by users from the Internet.

- Since audio, video and picture files require significant storage space; files of this or any other sort shall not be downloaded unless these are business-related.

- Employees shall not have an expectation of privacy in anything they create, store, send, or receive on the computer system.

**Use of company’s E-mail Service**

- All messages distributed via the organization’s Email system, shall be the property of the company.

- Employees shall not have an expectation of privacy in anything they create, store, send, or receive on the email system.

- Emails shall be monitored without prior notification if the company finds it necessary. If there is evidence that the employee is not adhering to the guidelines set out in this policy, the company reserves the right to take appropriate action.

- Users shall take care in drafting an email as they would for any other communication.
Sending mass mails or chain letters, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic etc. is not permitted.

It is strictly prohibited to:
- Send or forward emails containing offensive text or images.
- Send unsolicited email messages or chain mail.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the higher authorities.
- Forge or attempt to forge email messages.

Software

The company shall own all software and make it available to employees according to need, under the terms of licensing agreements between the company and individual software vendors.

Exclusively IT department shall do any new software addition/deletion/editing/executing. Employees shall not use CDROM/DVD/PEN DRIVE to alter the existing software. Violation of the same shall be viewed as an offence and will be liable for appropriate action.

If an employee leaves the company, any company-owned software in his or her possession must be returned.

To use resources wisely, employees are expected to learn what existing software can do.

The company reserves the right to revoke access to software applications or remove, delete or destroy any non-approved software on systems at any time.
**Travel Rules (Domestic/Foreign)**

**The Purpose**
To make an employee’s official travel comfortable, convenient and cost effective. Further, these rules are framed in such a manner that all the reasonable expenses incurred by an employee while he/she is traveling on company’s behalf are reimbursed.

**The Span**
To provide guidelines on travel based on the company's policy and procedures pertaining to travel and related expenses within India & abroad, to the employees traveling as well as to the approving managers.

Describe the type of expenses that are reimbursable by the company/client.

**The Responsibilities**
The CI and the accounts department are responsible for settling the travel bills.

**The Procedure**

- **Travel Sanction & Related Matters**
  - The “Travel Reservation Request” form of the employee has to be forwarded by the CI / CD / Head of the Department.
  - It is approved by the concerned Director, which is then sent for ticketing after budget sanction.
  - After the travel is undertaken a “Travel Expense Statement” has to be filled in by the employee and submitted to the Accounts Department after getting it endorsed by the CI / CD to whom a copy of tour report is to be given.
Travel Expense Claim

- Employees are expected to submit their expense statement supported with actual bills and other documents within seven (7) days of return.

- The Department Head in respect of all employees shall approve the “Travel Expense Claim”.

- In case expenses were incurred on behalf of co-traveller, his name and employee number should be mentioned.

- The Accounts Department will make deductions in case entitlements have exceeded without written authorization or against any expense not prescribed in the rules.

Advance Against Travel

- Employee may obtain an advance to cover authorized travel by mentioning the amount required on ‘Travel Reservation Request’ form, subject to approval by the approving authority.

- No advance shall be payable to an employee unless he/she has submitted Travel Expenses Claim statements on the prescribed format for previous trips.

- Every advance shall be cleared against specific approved requisition and no carry forward and running account shall be permitted. The salary for next month shall not be released in case advance against travel is not accounted for, as mentioned above.

Travel Rules

Local Travel

Mode of Travel

For areas identified as local, including nearby towns, it shall be treated as local travel. Company’s transport / train fare, food expenses and miscellaneous expenses as admissible in the travel rules will be reimbursed.
**Procedure**

In case of local business travel of more than six hours (where the company’s office is located), employees will get company’s facility / transport reimbursement and food expenses.

**General Rules**

- All employees should travel by shortest route; keeping in view that time spent in journey does not affect the working hours.

- Employees proceeding on tour must inform the CI / HOD giving possible contact telephone numbers / address etc. Any change in the programme should be intimated to concerned CI / HOD for regularization / overstay / change of programme.

- Rail journey ticket numbers and Air Passage E –Ticket / boarding card, hotel bills etc. must be attached with the Traveling Expenses Statement Bill.

- The days of absence / leave, during the tour programme will not be treated on tour and for those days daily allowance will not be allowed / paid.

- In case of prolonged stay at one place for more than 15 days the rate of daily allowances shall be at the special rate / deputation allowance as may be decided by the management.

- The company will arrange tickets for all personnel.

- The value of any ticket misplaced/lost by the employee during travel will be recovered from the employee.

- In case the employee misses the train/plane during travel, he/she will have to bear the cost of that ticket, unless the MD/JMD approves the reason for his/her missing the train / plane.
Allowable Expenses

- Expenses on Business Entertainment are permitted only when the purpose has been defined clearly, before submitting the same for approval.

- STD calls / Faxes / Public e-mail facilities, pertaining to company's business will be reimbursed at actual on production of bills.

- To & Fro Taxi/ Auto / Bus fare from the residence/ place of work to Airport / Railway Station / Station of Journey will be reimbursed as per Tour Expense Rule. No vouchers are required for the same. Employees must ensure to be austere in using Taxi and avoid waiting charges as far as possible.
All expenses shall be paid at actuals subject to limits given below

<table>
<thead>
<tr>
<th>Category</th>
<th>Consolidated base of personnel</th>
<th>Mode of travel from HQ to place of visit</th>
<th>Accommodation at place visited</th>
<th>Private arrangement (Conveyance at HQ to Residence &amp; Rail/Air Terminals)</th>
<th>Conveyance (excluding Taxes/Service Charges)</th>
<th>Other expenses such as tips, light refreshments, laundry &amp; other sundry expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Above Rs. 16000/-</td>
<td>Air/ACC – I</td>
<td>Actual</td>
<td>Actual</td>
<td>Rs. 300/- per day</td>
<td>Rs. 200/- per day</td>
</tr>
<tr>
<td>B</td>
<td>Above Rs. 12000/- upto Rs. 16000/-</td>
<td>Air/ACC – I</td>
<td>Actual</td>
<td>Actual</td>
<td>Rs. 500/- per day</td>
<td>Rs. 200/- per day</td>
</tr>
<tr>
<td>C</td>
<td>Above Rs. 6000/- upto Rs. 12000/-</td>
<td>Air/ACC – II</td>
<td>Actual</td>
<td>Actual</td>
<td>Rs. 250/- per day</td>
<td>Rs. 200/- per day</td>
</tr>
<tr>
<td>D</td>
<td>Above Rs. 3000/- upto Rs. 6000/-</td>
<td>Air/ACC – II</td>
<td>Actual</td>
<td>Actual</td>
<td>Rs. 200/- per day</td>
<td>Rs. 160/- per day</td>
</tr>
<tr>
<td>E</td>
<td>upto Rs. 3000/- excluding persons belonging to Category – F</td>
<td>I Class</td>
<td>Rs. 1000/- per day</td>
<td>Actual</td>
<td>Rs. 150/- per day</td>
<td>Rs. 120/- per day</td>
</tr>
<tr>
<td>F</td>
<td>Peons, Messengers, Chowkidars, Mechanics, Helpers, Cleaners, Sweepers &amp; persons of similar categories irrespective of their salary base</td>
<td>II Class</td>
<td>Rs. 200/- per day</td>
<td>Actual</td>
<td>Rs. 150/- per day</td>
<td>Rs. 50/- per day</td>
</tr>
</tbody>
</table>

Note:
1. 'b' represents cities like Kolkata, Delhi Mumbai, Chennai & 'a' represents all other cities.
2. For hotel booking, services of Branch Office shall be availed of.
3. In case of exigencies higher mode of travel may be allowed subject to the approval of Director.
4. In special cases higher lodging charges may also be allowed subject to the approval of Director.
5. Category A to E shall avail chair car (Railway) for day travel.
**International Travel Rules**

### Travel Requisition

The travel requisition request for foreign travel is to be completed by the concerned executive duly authorised by his/her CI, HOD and MD. The requisition for travel should reach the Travel Department five days prior to the tentative date of departure in the prescribed format, the second copy of which should go to Finance Department for payment of foreign exchange and other misc. expenses.

The itinerary along with fare should be worked out by the Travel Department and sent to Budget Section. All related correspondence / fax / e-mail received from our business associates/ clients abroad pertaining to travel should be attached with the requisition for the purpose of obtaining visas.

The executive visiting abroad must check his passport thoroughly with respect to its validity, blank pages for visa endorsement etc. well before planning a visit. All visas to be obtained locally would be arranged by the Travel Department.

### General Note

A. Economy class air ticket is provided to the employees who are travelling abroad excepting at times when the traveler has to depart very quickly, and in such cases client approves for the business class travel before departure.

B. Boarding and lodging expenses are provided at actuals upto a certain ceiling depending upon the grade/designation of the employee.

### Exceptions

Exceptions to this policy require concurrence of the MD.
Discipline Policy

The Purpose
Integrity is the rock upon which Development Consultants Private Limited builds its business success – its technical / professional manpower and their services, its forthright relations with clients and vendors and its quest for competitive excellence.

The Span
All employees are covered under this policy.

The Responsibilities
The Head of HR is responsible for developing and implementing the discipline policy.

Procedure
Conduct and Discipline Rules

The Employee Conduct and Discipline Rules include the Integrity Policy and Discipline Rules. This also covers policies relating to Innovations & Improvements, Payments and Gifts.

Integrity Policy

Every employee is required to make a personal commitment to comply with the company’s Code of Conduct.

- Obey the applicable law / regulations governing our business conduct worldwide.

- Be honest, fair, trustworthy & loyal in all activities and relationships.

- Avoid all conflicts of interest between work and personal affairs.

- Follow job instructions given by superiors.
Foster an environment in which equal opportunity extends to every member of the DCPL family.

Strive to create a conducive workplace

Through leadership at all levels, sustain a culture where strict moral & ethical conduct is recognized, valued and exemplified by all employees.

Never criticize the company or its policies inside or outside the company. Any suggestion should be routed through proper channel.

**Discipline Rules**

1. The employee shall serve the company honestly, faithfully and diligently, always act in the best interest of the company, abide strictly by the rules and regulations in force from time to time, maintain good conduct and discipline and generally conduct himself / herself in line with the Integrity policy.

2. **Major Misconduct**: Certain Acts of Misconduct that call for disciplinary action like no increment / promotion stoppage including summary dismissal are mentioned below:

   - Theft, fraud or dishonesty in connection with the company
   - Taking or giving of bribes or an illegal gratification whatsoever in connection with the company or in the employee’s own interest
   - Riotous or disorderly behaviour, threatening, intimidating, assaulting within the office premises or outside having subversive effect on office discipline.
3. **Minor Misconduct:** Other examples of Breach of Discipline are as follows: Disciplinary action of show cause and suspension will be made effective for the first time but repetition might lead to dismissal or severe disciplinary punishment

- Smoking within the office premises
- Willful insubordination or disobedience of any reasonable order of a superior
- Habitual late attendance
- Drunkenness, fighting or disorderly or indecent behavior while on duty or at the place of work
- Habitual absenteeism & neglect of work
- Willful attendance markings for others
- Use of indecent language and constantly telling lies
- Use of indecent gestures
- Sleeping on duty
- Disrespectful behavior to fellow associates
- Misuse & intentional damage of company property
- Committing nuisance on the office premises
- Loitering / idling or wasting time during office hours
- Continuous absence without permission and without satisfactory cause for more than seven days
- Giving false information regarding one’s name, age / date of birth, father’s name, qualification or previous
service at the time of the employment or not notifying the change of address

- Leaving work without permission or sufficient reason

- Refusal to proceed on out-station duty or to carry out any duty assigned at any other place, or refusal to comply with any order/orders of transfer

- Obtaining leave of any kind on a false pretext or taking part-time employment or interfering with records either pertaining to himself/herself or to any other employee

- Threatening, abusing or assaulting any superior or co-associate

- Disclosing to any unauthorized person any confidential information in regard to the working or process of the company which may come into the possession of the employee in course of his work

- Conviction in any court of law for a criminal offence

- Failure to adhere to the Information Security Policy of the company

This is just an illustrative list and not an exhaustive one. Any breach of discipline by the employee will lead to disciplinary action.

Innovations and Improvements

All innovations, new specifications, system developments and enhancements in the drawings/designs made by employees in the course of their employment belong to the company, which reserves complete freedom to decide what action, if any, should be taken in respect of any such innovation, improvement, development or enhancement.
Payments

Employees shall not under any circumstance, whether directly or indirectly, receive or accept for benefit - any commission, rebate, discount, gratification or profit from any person or Organization having business transactions or competition or clash of interest with the company.

Enquiry

Imposition of any major or minor punishment shall always be done through necessary domestic enquiry proceedings, wherein the employee shall be afforded with all reasonable opportunities as per law of natural justice to defend himself / herself.
Separation Policy

The term “Separation” pertains to removal of the name of a regular employee from the company rolls.

**The Purpose**
To make the process of separation as smooth as possible for the company as well as the employee.

**Notice Period**
After Confirmation: 3 month’s notice period or as specified in the appointment letter.

Waiver of notice period is subject to management discretion.

**Responsibility**
Head - HR along with MD is responsible for formulating and implementing the policy.

**Reasons For Separation**
- Resignation
- Termination
- Retirement
- Death
- Abandonment of Service

**The Procedure - Resignation**

- Notice period for all Employees employed, will be 3 months from the date of resignation unless otherwise stated in Appointment Letter. In case the notice period is not served, gross salary in lieu of the notice will be deducted or paid by the company, as applicable.

- An employee will have to give the required notice or will have to remit the gross salary in lieu of the notice period on resigning from the company.
When an employee wishes to terminate his/her employment with the company, he/she needs to inform the CI/HOD. A written notice of his/her intention to leave and, if agreed, the date of his/her last working day in the office must also be provided.

On receipt of the letter the HOD & HR will interact with the employee in line with the exit interview process.

On acceptance of the resignation letter HR will provide details of procedures that need to be completed prior to leaving the company. For example, salary and other benefits, return of the company’s property etc.

The employee needs to get the No-Dues Certificate duly filled in and send it to the HR Department before his/her full and final settlement is done.

Miscellaneous

The employees would not be allowed to leave any assignment incomplete despite the full period of notice having been served.

The resignation shall not take effect unless it is accepted in writing.

In normal circumstances, the company does not waive the notice period but in exceptional cases, the company may, at its discretion, agree to release the employee before the expiry of the notice period. In such cases, EL can be adjusted against the requisite notice period / notice period waived, at the discretion of the management.

No notice of termination is required to be given to employees who are guilty of gross misconduct. Head of HR and the Head of the concerned Department will review the nature of misconduct and decide whether it merits termination.
Exit Interview Process

To help improve existing processes and work environment by understanding the reasons for employee attrition

任何人都必须离职的员工必须由他的/她的经理和人力资源部门进行离职面谈。

- The exit interview must be an objective process with a view to understanding the root cause for the attrition and translating the same into a process improvement opportunity.

- On receiving the letter of resignation from an employee through his/her CI/HOD and on its acceptance, the HR will provide the employee with an “Exit Interview Form”. This process should be completed within 7 days of acceptance of the resignation.

Termination

- Termination of service is a conscious act on the part of the company and generally results from a disciplinary action, except where it is the termination or non-renewal of a contract of employment for a specific period.

- The services of any employee may be terminated only after approval from the Head of Department, Head of HR and MD.

- Termination of service may be through:
  - Release/Termination from the services of the company (as per terms of appointment/contract letter).
  - Termination on disciplinary grounds or non-performance.
Medical unfitness, disability or physically/mentally incapacitated for 30 consecutive days or more.

The HR will handle all cases of termination of service after ensuring compliance from legal department. This will be done in co-ordination with concerned HOD and MD.

No notice of termination is required to be given to employees who are guilty of gross misconduct. A committee comprising MD, Head of HRD and the Head of the concerned Department will decide the nature of misconduct and whether it merits termination.

Superannuation / Retirement

An employee will superannuate from the services of the company when he/she attains the age of Superannuation.

The age of Superannuation shall be 58 years for all employees. The age entered in the company’s record at the time of appointment shall be conclusive evidence of the employee’s age.

The Management may at its sole discretion offer extension of service in individual cases, provided the employee is medically fit for normal work.

Any employee who has rendered continuous service to the company for thirty (30) years will be allowed to retire voluntarily with all eligible benefits upon Management’s discretion.

Death

In the event of death of an employee in service, the HR Department in co-ordination with concerned departmental head will ensure all necessary actions such as settlement of accounts, return of company’s property, payments etc. to the family of the deceased.
Employees’ Deposit-Linked Insurance Scheme (EDLI) – If an employee who is a member of the Employees’ Provident Fund Scheme dies during his/her tenure of service in the organization will be eligible for an amount of Rs. 1,00,000/- (one lakh) towards EDLI, which will be paid to his/her nominee.

Abandonment of Services

Abandonment of services occurs when an employee keeps away from duty without sanction of leave for a period of 7 days or more.

The following procedure will be followed in all cases of abandonment of service:

- Whenever the unauthorized absence of an employee comes to notice by the CIC and / or HOD a communication will be addressed to HR who in turn will ask him/her to rejoin duty within a specified time.

- This will be followed up at reasonable intervals by two more communications asking the employee to rejoin duty (if he/she has not reported by then).

- The second and third communication should clearly indicate that absence will lead to a loss of lien on his/her employment and he/she will be deemed to have voluntarily abandoned the services of the company.

- All communications should be from the Head of HR.

- Communications should be in writing. Normally an email or a letter by registered post / courier service is sent.

- The communications should be sent to the recorded address of the individual given either in the leave application or in his/her personal file. Copies may be sent to any other address known to the company.
Accounts department should be advised to ensure that no payments of any kind are made to the individual or his/her representative during this period.

If there is still no response, the employee’s name is finally struck off from the rolls of company.

Note:

Only the respective Department Head in consultation with the HR will deal with all matters pertaining to separation.

However, this applies if the employee has returned all company property, books, documents, computer etc. and there is a proper handing/taking over of duties and there are no dues from the employee under any head.

Exceptions

Exceptions to this policy require endorsement by the concerned HOD, concurrence of the HR Head and MD.
Retiral Benefits

The Purpose

The objective of Retiral Benefits is to provide social security to an employee when the person is superannuated.

The Span

All regular employees of the company.

The Responsibilities

The HR/Accounts department is responsible for implementing the Retiral Benefit Schemes as per the Income Tax norms.

The Procedure

A. PROVIDENT FUND

12% of consolidated salary (as per the Provident Fund Act) contributed monthly by the employee and equivalent amount by the company.

Benefit

His / Her entire accumulation in the fund is available to the employee plus applicable interest on retirement or separation in the form of a lump sum amount and family pension.

Tax

Unless the Provident Fund accumulation is transferred to another employer’s provident fund, the entire amount withdrawn is taxed as per applicable Income Tax provision at the time of withdrawal.

Withdrawals

Non refundable advance can be availed from the Provident Fund accumulation. The heads under which the withdrawals can be made are mentioned in the Rules and Regulations of the Provident Fund Act.
B. FAMILY PENSION SCHEME

A Comprehensive Pension Scheme known as Employees’ Pension Scheme 1995 which was introduced with effect from 16.11.1995 replacing the erstwhile F.P.F. Scheme 1971 is applicable to all regular employees of the company.

Funding of the Pension Scheme

i) By diverting 8.33% of consolidated salary from employer’s share of Provident Fund.

ii) 1.16% of subscriber’s consolidated salary paid by the Govt. as Govt. contribution.

iii) Thus the pension scheme is funded with 9.5%.

iv) Employees do not contribute anything to the pension scheme. Their existing contribution of 12% to the P.F. and the balance of 3.67% of employers’ contribution after diversion of 8.33% remains in the P.F. account.

v) Employers’ contribution to the Pension Fund continues till the member attains the age of 58 years.

vi) Maximum pensionable salary is Rs. 6500/- P.M.

Types of Pension & Benefits

a) The Scheme offers the following types of pension:

| i) | Monthly Members Pension | On superannuation / disablement / retirement. |
| ii) | Monthly Widow Pension | For death in service or death after Superannuation. |
| iii) | Monthly Children Pension | Along with widow pension. |
| iv) | Monthly Orphan Pension | After death of the member and widow/widower. |
b) Existing members of the erstwhile E.P.F. Scheme 1971 are eligible to additional pension benefits due to membership in the Family Pension Fund (FPF).

**Monthly Member’s Pension**

(a) It is payable on super-annuation if the following two conditions are satisfied:

i) The member should have completed 10 years of pensionable service.

Eligible service = Actual service + Past service

and

ii) The members should have attained the age of 58 years.

(b) No pension payment is permissible before attaining the age of 50 years.

(c) In some cases the member may retire at an age earlier than 58, having completed more than 10 years of eligible service. The pension in such a case is payable only after the member attains the age of 58. However, if the member wishes to draw pension earlier than the age of 58, it will be paid only on attaining the age of 50 years by reducing pension after applying a discounting factor @ 3% for each year of short service left to reach 58 years.

**The Quantum of Pension**

(a) The amount of pension is dependent on two elements:

i) Pensionable Salary

and

ii) Pensionable Service
Pensionable Salary

Pensionable salary is the average consolidated salary of the member drawn during the past 12 months.

Pensionable Service

Pensionable service is the service of the member for which contribution for the pension fund is made.

Method of Calculation of Pension

The formula for calculating pension for the actual service i.e; from 16.11.95 is as follows:

\[(\text{i}) \quad \text{Monthly Member’s Pension} = \frac{1}{70} \times \frac{\text{Pensionable Service}}{\text{Pensionable Salary}}\]

(ii) In cases of superannuation and in cases where pensionable service is more than 20 years, the pensionable service will be increased by granting 2 years weightage.

In other words,

For 20 years service, a member will get benefits of 22 years, for 30 years, benefits of 32 years and so on.

(iii) The existing members have been segregated into three categories according to their age stated hereinbefore as on the date of implementation of the EPS’95 for the purpose of determining monthly pension payable to such members.

C. GRATUITY

- All regular employees will be eligible for gratuity after minimum of 5 years of continuous service in the company.
- It is entirely funded by the company.
Benefit

On retirement (58 years) or separation, an eligible employee gets 15 days consolidated salary for every completed year of service.

To calculate 15 days consolidated salary, a month is deemed to consist of 26 days.

Tax

As per present income tax rules gratuity up to Rs. 10,00,000/- (Rupees ten lakhs) is exempt from Income Tax. Any amount over and above this is taxed as income, as per existing Income Tax Provisions.

Forfeiture of Gratuity

- Gratuity is wholly forfeited in case of termination of services by the company for riotous or disorderly conduct or any act of violence on the part of the employee.

- In case of termination of service for any act, willful omission or negligence of the member causing any damage or loss or destruction of the property belonging to the company, gratuity payable under the scheme shall be forfeited to the extent of the damage or loss so caused.

D. DEVELOPMENT CONSULTANTS PRIVATE LIMITED STAFF PENSION FUND
   (For regular employees who have joined on or before 30.04.2001 under defined benefit scheme)

a) A pension shall be payable to a member on retirement at or after the normal retirement age and shall be computed at the rate of 1% of the pensionable salary for each year of service provided that the member concerned has completed the minimum period of service at retirement as prescribed in sub-rule (b). For the purpose of computation of pension the
fraction of a month will be taken to the nearest month. The total pension will not exceed 35% of the pensionable salary.

b) The minimum period of service to be eligible for pension will be:

Grade – I (E6&E7, H3-H7) : 10 years

Grade – II (D4-D7, E2&E5, H0-H2) : 15 years

Grade – III (A,B,C, D0-D3, E0&E1) : 20 years

provided however that the Trustees may, on a recommendation from the Company, waive the requirement of the minimum period of service prescribed above.

c) On retirement before the normal retirement age but within ten years of the normal retirement age and after at least ten years’ service, a pension may be granted to a member at the discretion of the Trustees subject to the conditions contained in the pension fund rules.

The pension granted under this Rule shall be computed and be payable in the same manner as provided in Sub-rule (a) and Sub-rule (b) above provided that the pension so calculated will be discounted at the rate of 5% for each complete year by which the actual age at retirement falls short of the normal retirement age.

d) On the retirement of a member due to total incapacitation and not being entitled to a pension under sub-rule (a) or (c) hereof, the Company, and only if the Trustees are fully satisfied about the total incapacity the pension will be calculated as shown in Sub-rule (a) and Sub-rule (b) above but will be discounted at the rate of 5% for each completed year by which the actual age at retirement falls short of the normal retirement age, the maximum reduction being restricted to 50%. 
On recovery from incapacitation before the normal retirement age, the pension may be reduced or discontinued by the Trustees.

e) The pension payable under sub-rule (a) or (c) or (d) will be payable throughout the lifetime of the employee. Trustee may, however, on an application from the member, convert a single life pension into a reduced joint life and survivor pension without increasing cost to the Trustees.

f) On the death of a member before retirement a pension shall be payable to the widow which shall be equal to one-half of the pension that would have been payable to the member if he had retired at the normal retirement age with the same salary as he was receiving immediately before his death.

The pension payable under this Rule shall commence from the date immediately following the date of death of the husband and shall be continued throughout the lifetime of the widow.

g) The pension payable to the widow pursuant to sub-rule (f) may be continued at the discretion of the Trustees either partly or wholly to minor children on the death of the widow and divided equally amongst them.

On the death of a member before retirement leaving minor children but not the widow the Trustees may grant to these children such pension as the Trustees may in their absolute discretion think fit. The pension so granted will be divided equally amongst the children and will be continued till the attainment of majority.

The maximum total pension to the minor children shall not exceed the pension that would have been payable to the widow in accordance with sub-rule (f) above.

h) On the death of a member after retirement, no pension will normally be payable to the widow or minor children, but if
the member so desires at the time of his retirement, the
Trustees may at their discretion grant him a reduced pension
and provide for a contingent pension to the widow and/or
minor children provided that the total cost of the Trustees
will remain the same as the cost for granting a single life
pension.

i) A widow’s pension granted under this Rule may be reduced
or discontinued in the event of the widow re-marrying. The
amount or pension so withheld will be payable to the minor
children and divided equally.

j) It shall be permissible for a member to obtain commutation
of a part of the pension receivable in accordance with Rule

Exceptions

Exceptions to this policy require endorsement by the Trustees.
END