



	<b>HUMAN RESOURCES MANUAL</b>	DOC. No. : HRM/HR/05
	<b>TITLE: GIFT ON EMPLOYEE'S MARRIAGE</b>	REV. No. : 00 DATE : 01-12.2020

### pRevision History

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01.12..2020	Format built & authorized	Tej Pratap Singh	ND Saini	All	00

### Document Ownership and Time lines

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## GIFT ON EMPLOYEE'S MARRIAGE

### Objective

To bless the employee in his/her most auspicious occasion of life

### Entitlement

All Regular employees, who are confirmed, will be covered under this policy.

### Benefits

Amount mentioned below, will be given to the employee.

<b>Grade</b>	<b>In India (INR)</b>
Executive	5100
Manager	11000

### Process

- Employee needs to inform HR two weeks in advance by Giving card/ scanned copy of card
- HR would initiate the process, intimate Finance and arrange the amount
- "Best Wishes" Note duly signed by Director/ Plant Head to be arranged by HR

Envelope containing "Best Wishes" Note and amount would be given to person, who will arrange to hand over same to the employee getting married on or before date of marriage.