



HUMAN RESOURCES MANUAL

TITLE: GIFT ON EMPLOYEE'S MARRIAGE

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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.

Grade	In India (INR)
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.