

Organization Information

1. A designation is given for each employee
2. Salary is fixed for each employee.
3. Each new employee joining the company will be in a Trainee for period of two year and probationary period for two more years effective from the date of joining.
 - a) During this time period, the employee can avail only the limited benefits.
 - b) On successful completion of the probationary period, the employee can be / will be absorbed as a permanent working staff, based on the decision of the board of directors after evaluating his/her performance during the said period.
4. An employee is appointed to the company with the understanding that the information furnished by him/her, is correct and complete in every aspect and shall hold complete liability for the same. Necessary proof in support for the claim has to be furnished in original at the time of appointment along with a photocopy of the same which shall be retained by the company for official purpose.
5. In-case, the company finds any discrepancy in the information furnished by the employee, his/her appointment shall be withdrawn before he/she joins for the service or his/her service may be terminated at any time after the employee has taken up employment with the company and strict penal actions shall be taken as deemed fit by the management board of directors.
6. Working hours are applicable to all the employees. Minimum working hour is eight hours.
7. The decision of the management is final for the disbursement of benefits/allowances if any to its employees.
8. Annual increment of the employee will depend upon his/her overall performance, including work, conduct and attendance.
9. On scale Employees are entitled for leave as per Society rules:

Earned leaves	- 24 days
Casual leave	- 12 days
Medical/ sick leave	- 10 days/year
10. Earned leave can be accumulated.
11. Employees have to get their leave sanctioned by their laboratory In charge and the leave applications have to be counter signed by the Medical Director.
12. Tax deducted at source for various categories.
13. Employees shall not disclose any information about the company to anyone.
14. During the employment tenure, employees shall not carry on any business of their own.

15. Employees shall have to provide the notice of resignation one month in advance, else will have to relinquish his/her last month salary and other employee benefits .
16. During duty hours Employees must have to wear his/her designated badge/uniform.
17. Employees must log in their duty entry and exit time by daily punching on the Biometric punching machine kept near the entrance.
18. On scale Employees are entitled for Maternity leaves as per statutory terms only two times.

I have read and understood the organization information

Name:- _____ Designation:- _____

Signature:- _____