

# The Insight

Weekly Newsletter from HR Vidyalaya Corporate Services LLP

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## Latest News

Hiring formalities become sensitive and significant in continuance of a workman / employee in an organization.

Employers are facing more challenges during Orientation of a new joinee.

With the pressure from the Stake holding Hiring Manager, Human Resources / People department is fast filling up of the positions without obtaining proper documentations, verification of submitted documents, background verification and unfit employees are joining the organizations.

More cases of proxy employees are reported in Virtual hirings.

In one significant case, an employee who joined the organization in a sensitive client account management section, could not able to open a bank account for salary processing. For the first 2 months the employer could not able to manage with cash salary, which was allowed legally. This particular employee was a defaulter of previous loan and his CIBIL score was so less, that no banker allowed him to open a bank account as all his old accounts are dormant. This was found at the third month of joining of the Organization and the employer could not able to keep the employee on rolls due to this challenge.

The cost towards hiring, onboarding, and training on the job to handle client was huge for the Organization to bear.

Challenges are impacting the employers from unknown corners, which everyone needs to understand.



Smooth Workplace to Perform, is one of the Women's Rights

### DEI in Employment

**Diversity:** A workplace which intentionally employs a diverse workforce comprised of individuals with a range of characteristics, (a) Age (b) Religion (c) Race (d) Geographical Location-Domicile (e) Education (f) Physical ability (g) Linguistic ability (h) Sexual Orientation (i) Education (j) Ethnicity, etc.

**Equity:** Without discrimination providing Fair Opportunities for all... Recognizing all employees with (a) Skill Based Hirings / Promotions / Trainings (b) Equitable access and benefits (c) Equal wages

**Inclusivity:** Making sure that everyone feels they have the same opportunity to advance and make an impact. Ensure everyone is valued (do not have a practice which can unfairly benefit only one group.)

P.S.: Dear Employers, do not Claim yourself as Diversity Champion / DEI Champion, where you restrict Hiring only thru Campus (that too only from Tier-1 institution) and advertising that you discourage people over 45 years, discourage just married woman, etc.

#### Disclaimer

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The column on “AskSree” answers your queries regarding work life. **Organizational Psychologist Gayathiri Sridharan** uses Psychological Research to answer your everyday dilemmas.

She received her training from Loughborough University, UK. As an **Organizational Development Consultant** with almost a decade of experience in various realms of Strategic Human Resource Management, she is committed to help organizations maximize their effectiveness. You may please send your queries @ [itsmegayathiri@gmail.com](mailto:itsmegayathiri@gmail.com)

## AskSree

Dear Sree,

I have a boss whom I feel is totally least bothered about my work. Every time, I go to him to update or ask for help, he seems to have no time. Now that I have been assigned to a big project, could you please help me managing my always checked-Out boss?

– Varun

Dear Varun,

Maybe your boss is busy, or burned out, or just has immense trust in you. However, it's not great having a manager who ignores your questions or is missing when new assignment may go awry.

Boss needs you to take the lead. Be tenacious. Book a series of meetings on their calendar, more than you think you need, since they might cancel half. In the invite, lay out your agenda and follow through. Preferably in 15 minutes or less.

Aim to primarily communicate via their favourite medium, whether that's email, text or in-person. If it's the latter, keep a running list of all the items where you need their input and carry it around for when you run into them in the office. **“Be succinct, be clear and be gone.”**

Cover yourself, too. While you're wrapping up your big project, lob over a breezy email noting that it's due tomorrow at 5 p.m. and you're attaching a draft with a note stating that if they have any questions they should let you know by 4 p.m.

Reference/s:

[https://www.wsj.com/articles/a-survival-guide-for-dealing-with-a-bad-boss-11657512060?mod=article\\_inline](https://www.wsj.com/articles/a-survival-guide-for-dealing-with-a-bad-boss-11657512060?mod=article_inline)

## News Bites

- 1. Government of Tamilnadu has amended LWF contribution for year 2022**
  - \* The new revised rates are:
    - \* Per employee : Rs.20
    - \* Employer contribution for each employee : Rs.40
    - \* Total per employee = Rs.20+40 = Rs.60.00
    - \* The contribution is for all excluding MANAGERIAL / SUPERVISORY CAPACITY. (here the title is not designated Manager or Supervisor, but it is the capacity. If the employee does not have such capacity, then LWF is to be considered, deducted and remitted).
- 2. ESI:** Any startup company which has registered through MCA portal and allotted ESI code, has to login and choose DORMANT mode, if they have not met the eligibility of 10 employees, in 6 months time. Else the Code will be auto-activated.
- 3. ESI:** If any amendment is being done in TIC card, then the employer needs to upload the address of (addition / change in details of Family, dependent , spouse, etc.)
  - \* A reference number is generated, and the BM has to approve such amendment
- 4. ESI:** For seamless ESI Benefit UAN seeding is mandatory.
  - \* What happens to establishment with less than 20 employees and employee who is first timer with more than 15K?
- 5. Statutory Bonus Return (for commercial establishments):** December 30/31, 2022 is last day for State specific companies. February 1, 2023 is for Establishments of Central sphere. For Factories it is with the Annual Returns under the Factories Act.
- 6. ESI:** Maternity Benefit claims shall be uploaded only through Online. No physical claims will be accepted

7. Wish to get a copy of

- \* Important Updates
- \* Judgments on Labour Legislations

kindly visit the following link:

[Circulars | Judgements | Labour legislation – HR VIDYALAYA CORPORATE SERVICES LLP](#)

8. Following States have published List of Holidays for the year 2023

- \* Maharashtra
- \* Andaman & Nicobar
- \* Assam
- \* Kerala,
- \* Tamil Nadu,
- \* Pondicherry,
- \* Goa,
- \* West Bengal,
- \* Himachal Pradesh,
- \* Bihar
- \* Odisha
- \* Gujarat
- \* Uttar Pradesh
- \* Telangana
- \* Delhi
- \* Karnataka
- \* Andhra Pradesh (Eluru)
- \* Tripura
- \* Nagaland
- \* Chattisgarh

(Need a copy? Visit: <http://hrvidyalaya.in/holiday-list-2023/>)

## Remote Working - the true meaning

- \* It is neither Work From Office (WFO) nor Work From Home (WFH).
- \* It is Work from Anywhere. He or She or They can work from anywhere they feel comfortable in. It can be their residence, a hotel, coffee shop, airport or railway station, a library or even in a co-working space
- \* Basically, it is working in Flexible Timings and from any place the employee wants to work from
- \* It gives more productivity and less employee turnover
- \* Employee does perform with reduced stress
- \* Where WFO and WFH has rigid working space and working time to perform, Remote working is more flexible to perform and deliver.
- \* The main disadvantage is being in communication and collaboration with the team

## Remote Working - Key Communication Etiquettes

- \* Be early to meetings - especially client meetings
- \* Ensure right connectivity of internet (and speed) and other infrastructure - be mindful that you are not at office or at home
- \* Though you are connecting Remotely, others may not....ensure to coordinate with team members at their convenience for key catch-up meetings
- \* Be at the place where you can switch video is on (a presentable environment) - leave no room for confusion
- \* Collaboration and Communication with team or client is sensitive and significant than anything else, when you work remotely

## Remote Working - Challenges while connecting



- o Sorry I was on Mute
- o OMG, I wasn't on Mute

Both are fatal in remote communication



## You haven't tried **Water Cooler Conversation / Chat?**

**If you are a Supervisor or a Manager try now.....**

**It is beneficial tool to improve productivity**

What is it?	Engaging employee/worker when they take break from work
When to have?	During Coffee break or Lunch break or Work break etc.
Where to have?	@Canteen/Coffee shop/Lunch room, Cloak room, etc.
How it benefits?	Such talks foster personal relationship/connections, make a conversation by establishing an organized unit with team members
Who can have this?	Supervisors / Managers / Senior Management personnel can have such chats with the team members/workers / employees
Why it is better chat than others?	<ul style="list-style-type: none"><li>★ Other conversations (meetings/discussions/town hall, etc.) will be a rigid and too formal.</li><li>★ Water cooler conversation will give more casual exchange of thoughts and free for an employee/worker to converse at ease.</li><li>★ Otherwise, it is called mini happy hour. Many a times the employee, worker feel relieved from stress of work and recharged.</li><li>★ It helps the employee/worker to out of their shell.</li><li>★ Managers should understand that great ideas and thoughts not only in board rooms and meetings, but also in such short, informal chats</li></ul>
Others	<ul style="list-style-type: none"><li>★ It is Retention Tool</li><li>★ It enhances personal relationship with the employee / worker</li><li>★ Ultimately it helps in enhancing the employee productivity</li></ul>

## Who are Geriatric Millennials

Those who are born between years 1980 and 1985

They adapt to any Changes including technology

They relate to people of different age groups...  
Either 18+ or 50+

They can handle the communication divide between 18+ and 50+

They help 50+ to overcome fears of adopting Technology

They are like Family Heads to take care of Organization

They can be mid management level employee in a company

Or they are bosses of their own Startup Organizations

They take role of Mentor through **Reverse Mentoring**

## Reverse mentoring?

- It is a concept in any Organization, where the Teacher and Student is flipped.
- It is a concept where the veterans are educated on Cultural Relevance of Organization by Juniors, having no hierarchical barriers of age or seniority in employment.
- For Seniors, it is unlearning and learning. It teaches the seniors for a change in mindset and to focus on the Organizational Goals, which is not the same when the Seniors joined the organization at their young age. Curiosity to know and enthusiasm to learn new, are significant factors in reverse mentoring.

# CODES

**Centre for Organizational Development, Excellence & Strategy**

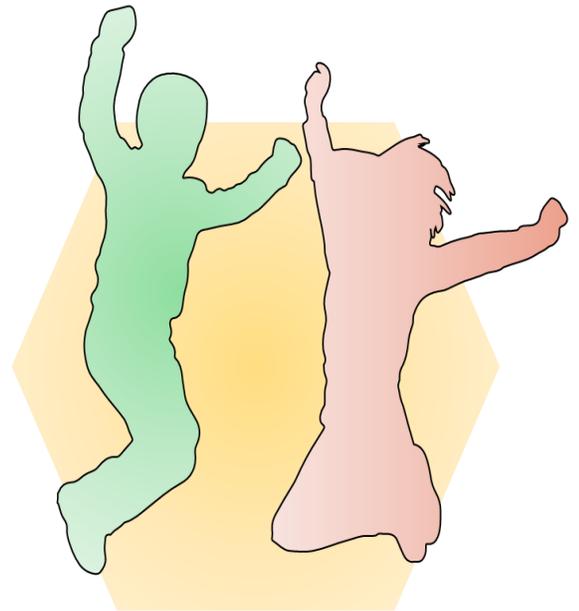
**A Conglomeration of Entities, Entrepreneurs & Enterprising individuals**

**An Affiliate to encourage development of Organization & Individuals  
through initiatives from Industry & Government**

## Objectives

- ✧ **A partner in progress for any individuals**
  - Students
  - Entrepreneurs
  - Employees / Workers
  - Women
  - Disabled Individuals / Transgender
- ✧ **Guiding the way to success in their life (for business) or career**
- ✧ **Reskilling, Enhancing Competencies of individuals**
- ✧ **Associate with them for Innovation and Growth**
- ✧ **Lead them light, for prosperity**
  - for themselves
  - for industry and
  - for nation
- ✧ **A partner in progress for entities and entrepreneurs in**
  - Strategic Management
  - Service and Operational Excellence
  - Creating Opportunities for furthering their Business

**A diligent connect between People & Business**



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