

In continuation to the information shared by us in our Webinar on 3rd June 2023, the PF Template is attached with this Newsletter.

THE INSIGHT

WEEKLY NEWSLETTER FROM HR VIDYALAYA CORPORATE SERVICES LLP

7th June 2023

We take this Opportunity to Thank the following Industries, who have nominated their employees to Learn and be a

1. Salcomp Technologies India Pvt. Ltd
2. Brakes India Pvt. Ltd
3. School of Law, SRM Institute of Science and Technology
4. Sri Ramachandra Medical College & University
5. Integrated Service Point Pvt. Ltd
6. GH Induction India Ltd
7. Kadmitool Manufacturing Company Pvt. Ltd.
8. Delphi TVS Technologies Ltd
9. Classic Industries and Exports Limited
10. Sekisui DLJM Pvt. Ltd.
11. Anabond Limited
12. Baer Shoes India Pvt. Ltd
13. Uniproducts India Pvt. Ltd
14. Specs makers

POSH
Ambassador

Attended by

- a. HR Professionals
- b. Training Managers
- c. POSH IC members
- d. Advocates
- e. Lecturers

As usual, majority of POSH AMBASSADORS were Women.... (similar to our previous POSH Program).

Thank you, Participants, for your interest in ensuring a smooth workplace for Women to perform

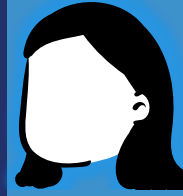
STATE OF KERALA

- ♪ Employers ... do you have an Office in the State of Kerala and engaging 10 or more PERSONS
- ♪ Have you Constituted Internal Committee?
- ♪ Please inform the details to Department Of Women and Child Department, Kerala
- ♪ Visit: posh.wcd.kerala.gov.in
- ♪ Register – share Details of Internal Committee
- ♪ It is mandatory Now.....



Chat - 1

ASKSREE



Vol. 47

Dear “The Insight” Readers,

We launched “**AskSree**” column to answer your questions regarding Work Life.

Renowned Organizational Psychologist, **Gayathiri Sridharan** uses psychological research to answer your everyday dilemmas. She received her training from Loughborough University, UK, and a thorough HR professional with almost a decade of praxis in various realms of Strategic Human Resource Management. You may please send your queries to the email ID: itsmegayathiri@gmail.com

Solutions will be published in “The Insight.”

QUEST	SOLUTION
<p>Dear Sree,</p> <p>We are planning to introduce “Leadership Development Program” in our organization. As the program is coming up with a huge investment, we want it to be a successful program. Could you advice for the same?</p> <p>- Natrajan</p>	<p>Dear Natrajan ,</p> <p>There was a really interesting analysis that Bruce Avolio and colleagues did some years ago where they tried to estimate the return on investment in leadership development. And they said, look, companies spend a fortune trying to train people in leadership. Does it actually make a difference? And of course there are a lot of different kinds of programs, but if you collate all of them, one of the findings is that high performers benefit more than lower performers.</p> <p>So, Natrajan, the best way is to select the participants who are high and motivated performers and choose individuals who have greater span of control, or influence potential (e.g. top leaders, leaders of key initiatives, project leaders) . These people are more likely to generate greater return on Investment.</p> <p>Reference/s:</p> <p>Avolio, B. J., Avey, J. B., & Quisenberry, D. (2010). Estimating return on leadership development investment. <i>The Leadership Quarterly</i>, 21(4), 633-644.</p>

Chat - 2

Essentials

Employee Handbook

EMPLOYEE HANDBOOK

Every establishment will prepare a document which has certain Employment conditions for those employees/workers, engaged in. In India, such documentation is legislatively mandatory for establishments under the “Industrial Establishments Standing Order Act”. But, mostly manufacturing establishments comply with such certification, as the documents helps them during challenges in Industrial Relations. Commercial Establishments rarely obtains such certification under the legislation.

LET US DISCUSS, WHAT AN EMPLOYEE HANDBOOK OR HR POLICY OR CODE ON ETHICS SHOULD CARRY IN ITS DOCUMENT?

OVERVIEW AND PURPOSE

To explain in detail the requirement of having an Employee Handbook

ORGANIZATIONAL INFORMATION

Organization Chart and their contact details with roles. Information about Companies Policy or Code of Conduct or Ethics manual and other details about various committees, etc

WORK PLACE TIMINGS

Working hour schedules, Flexible working hour details, Remote Working, attendance marking norms, etc

WORK BREAK NORMS

Work break norms which includes, time-out for beverages, food etc..... What is expected from the employee while he/she is moving out of workplace, etc

OTHER BASIC INSTRUCTIONS

- 🎵 Instructions regarding applicable Leave, Holiday and Absence
- 🎵 Rules to enter and exit the offices building
- 🎵 Workplace emergencies -
 - Instructions for emergency situations (health and safety information)
- 🎵 Instructions to book the conference rooms or meeting spaces
- 🎵 Instructions to access the company phone
- 🎵 Instructions to use the copy machine
- 🎵 Instructions to request IT assistance
- 🎵 Instructions to access email
- 🎵 Office protocols
 - (recreational infrastructure)
- 🎵 Payroll Information
- 🎵 Performance and Appraisal information
- 🎵 Standard Email Signatures
- 🎵 Information about online applications and/or team tools for group use
- 🎵 Dress code (if applicable)
- 🎵 List of Misconducts
 - (including Sexual Harassment)
- 🎵 Instructions for separation
 - (by Employer and by Employee)
- 🎵 Nomination procedures
- 🎵 Career development programs
- 🎵 Internal job opportunities and procedures

Chat - 3

Employee Performance Evaluation Template



Performance
Evaluation

A template which may be useful for doing a Employee Performance Evaluation

Employee Name: _____

Evaluation Date: ___/___/___

A. Belongingness

1. Willingness to assist peers _____
2. Attitude when work needs to be duplicated _____
3. Adaptability when schedule must be reworked _____
4. Willingness to put extra time to complete a job _____

Comments:

B. Timeliness and involvement

1. Promptness at the start of the work day of a project _____
2. Involvement to take accountability in completing the assigned task in time
3. Completion of projects/deliverables before due date _____
4. Missed targets _____

Comments:

C. Self Initiative

1. Waits for job to come to him/her _____
2. Seeks support when required _____
3. Self-starter attitude _____
4. Helps out to achieve the overall goals of the team _____
5. Involve himself/herself for proactiveness in providing, workable suggestions for improvements _____

Comments:

D. Dependability

1. Can be counted on to carry out assignments with careful follow-through and follow-up _____
2. Meets predetermined targets or deadlines _____
3. Can be counted on to overcome obstacles to meet goals _____
4. Can be counted on to adapt to changes as necessary _____

Comments:

E. Attitude

1. Shows sensitivity to and consideration for others' feelings _____
2. Accepts constructive criticism positively _____
3. Shows pride in work _____

Comments:

F. Decision making

1. Demonstrates good judgment in handling routine problems _____
2. Analytical before implementation _____
3. Capability to work under pressure _____
4. Recognizes deficiencies and seeks help when appropriate _____

Comments:

G. Appropriate Job Skills

1. Has appropriate job knowledge ____
2. Has appropriate skills ____
3. Where new ideas or technologies are introduced, is able to learn and use them appropriately ____

Comments:

H. Communications (Written or Oral)

1. Keeps other informed ____
2. High reporting skills ____
3. Keeps and maintains all necessary written information that might be required by a specific assignment ____

Comments:

I. Productivity

1. Work completion is consistently high ____
2. Makes effective use of resources available to accomplish all assignments, avoiding waste ____

Comments:

J. Interpersonal Relationships

1. Maintains a positive relationship with the management team ____
2. Maintains a positive relationship with other workers ____
3. Listens effectively ____
4. Is a team player and participates with others to accomplish the task at hand ____

Comments:

K. Organizational Skills

1. Performs tasks in an organized and efficient manner _____
2. Handles multiple activities simultaneously _____
3. Makes effective use of time _____

Comments:

L. Safety

1. Performs activities in a safe manner _____
2. Encourages safety of others on a regular basis; recognizes unsafe working conditions; suggests new safety standards as appropriate _____

Comments:

Final Observations

1. Innovation made by the employee during the year
2. Skills acquired and competency developed during year
3. Comprehensive strength and area of contribution to achieve the organization goal
4. Development program needed for the employee
5. What are the employee's personal goals for the next year?

Final Comments

Evaluating Manager's signature: _____ Date

Employee's signature : _____ Date

Chat - 4

Requirement under EPF Process

JOINT
REQUEST
(EPF)

EPFO has shared a

New Joint Request Proforma for

- a. EXISTING PF MEMBERS
- b. NEW JOINEES – who are already member in previous establishments
- c. NEW JOINEES – who are Excluded employees, but contributing to PF

MOST IMPORTANT

FOR ALL EMPLOYERS

For All the above categories of Employees - whose wages are more than Rs.15,000/ per month and PF is paid on Actual Wages.

The employee and employer shall submit a Joint Request, digitally.

The Proforma is attached with this Newsletter.

Employers please make use of this and submit if you are making PF contribution on the Actual Basic

This may not be a requirement by the Employers who are making PF on RESTRICTED TO PF CEILING WAGES (currently it is Rs.15,000)

PRO FORMA FOR JOINT REQUEST UNDER PARAGRAPH 26(6) OF THE EPF SCHEME 1952

To

The Regional Provident Fund Commissioner
O/o the Regional PF Office

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.....

I am an existing member of the EPF Scheme, 1952, having UAN I have read and understood the provisions of Paragraph 26 (6) as well as the definition of 'Pay' under the Paragraph 2 of the Scheme. I wish to contribute towards my EPF on actual (Higher) pay exceeding the statutory wage ceiling (presently Rs.15,000.00 per month) w.e.f. And accordingly, submit my option to contribute on my actual (Higher) pay.

OR

I having read and understood Para 26 (6) and the definition of "Pay" and 'Excluded Employee' as mentioned under Para 2 of EPF Scheme, 1952, hereby declare that I am and 'Excluded Employee' as per Para 2 (f) (ii) of the Scheme and am not enrolled as a member of the Scheme as my "Pay" from the date of joining my establishmenthaving PF Code has been above the statutory wage ceiling (presently Rs.15,000.00 per month). Now I wish to become a member of the EPF Scheme, 1952, w.e.f. and accordingly hereby exercise my option for the same. I undertake to contribute to the Employees' Provident Fund on actual (Higher) Pay.

I, being the employer as per the provisions of Section 2(e) of the EPF & MP Act 1952, in respect of the above-mentioned employee and am submitting a joint request for the purpose of enrolling the member / existing member who has been paying contribution on actual pay exceeding statutory wage ceiling / existing members whose actual pay exceeds statutory wage ceiling.

Place:

Signature of Employer

Name, Designation of the Employer

Name & Signature of the Employee

UNDERTAKING BY THE EMPLOYER

I being the employer as per the provisions of Section 2 (e) of the EPF and MP Act 1952, in respect of the above-mentioned employee, hereby undertake to pay the administrative charges payable at prescribed rates towards EPF contribution made by / in respect of the said employee, including his/her contribution on pay exceeding the statutory wage ceiling.

I further undertake to comply with all the statutory provisions under EPF & MP Act, 1952 and Schemes framed there under in respect of such employee with effect from.....

Place:

Date :

Signature of the Employer

Name and Designation of the Employer

(For Office use)

OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER

The above Joint Request is accepted with effect from with a direction to make necessary entries in the records of the establishment and the Account of the Employee / Member.

DA

AO

APFC

To

The Employer (Establishment) for information to Member