

THE INSIGHT

WEEKLY NEWSLETTER FROM HR VIDYALAYA CORPORATE SERVICES LLP

My biggest challenge in my life is having an Inferiority Complex.

It was a big block, in my career life.

Simply to put it, I was actually rejected for a Managerial Position in People Management in one of the Leading Organization.

Though I had been competent enough to handle every challenge of that Organization, as a People Manager, I was not given the helm, but was selected as Deputy. Simple reason - I am so talkative. Where I felt it is "Openness", the Organization felt that I am a "Character of Revealing and can't keep Confidentiality".

The employer felt that I talk too much and may divulge vital information of Management, which was the basic quality of any People Management professional. Besides as a People Management Professional, I need to gather vital information necessary for Management but keep all information close to the chest.

Being Confidential is the most important Personality Trait, in People Management. And for me the "being a Talkative" is termed as an Inferiority Complex. (I was told that any such attitude of continuously talking is "Parading the Knowledge and remain competitive"). I was told that this Inferiority feeling, or an attitude can be changed.

I tried to have control on such Parading of my Knowledge, during my team meeting, office discussions, and other group meetings. I succeeded and after some months, I could be able to prove that I am a "Confidential Person".

This belief in myself, and continuous, sincere practice took me to the heights in Corporate ladder. I could have refused to myself not to change, but that attitude is only going to keep at the level of execution or operation but not managerial. I made that Self-Vow, not to restrict myself "being the most Talkative" and proved that I can reach the Managerial level.

Having a Positive Thinking on what is required, to move on... takes you to the place...

Never say "Never".
Believe in Yourself
And
Be Yourself

Anon said, that "There is no EXERCISE better for the MIND than reaching Down to lift another person or extending a Helping Hand for him/her to reach their Goal". We at HR VIDYALAYA Corporate Services LLP, try to help THOSE, who seek such information for their improvement.

Chat 1: ASKSREE



Vol. 49

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

Dear Sree,

Metro project plan is underway near our office building, and they have almost started blocking roads resulting in increased traffic. We are thinking of giving employees work from home option, but I need some data to back up the decision. Could you please help – Purab

Dear Purab,

Researchers at Chalmers' Division of Applied Acoustics conducted a laboratory study in which test subjects took concentration tests while being exposed to background traffic noise. The subjects were asked to look at a computer screen and react to certain letters, then to assess their perceived workload afterwards. The study shows that the subjects had significantly poorer results on the performance test, and also felt that the task was more difficult to carry out, with traffic noise in the background.

The study also revealed there was a decline in performance at noise levels as low as 40 dB, which corresponds to the regular noise level in an office environment.

So, Purab, the effective option would be offering work from home option considering the impact of traffic noise on the health and wellbeing of your employees.

Reference/s:

1. Leon Müller, Jens Forssén, Wolfgang Kropp. **Traffic Noise at Moderate Levels Affects Cognitive Performance: Do Distance-Induced Temporal Changes Matter?** *International Journal of Environmental Research and Public Health*, 2023; 20 (5): 3798 DOI: [10.3390/ijerph20053798](https://doi.org/10.3390/ijerph20053798)
2. Jens Forssén, Georgios Zachos, Carmen Rosas Perez, Wolfgang Kropp. **A model study of low-frequency noise exposure indoors due to road traffic.** *Building Acoustics*, 2023; 30 (1): 3 DOI: [10.1177/1351010X221143571](https://doi.org/10.1177/1351010X221143571)

Chat 2: Recruitment of Security Personnel in any Organization - Documentations

PSARA Act

IF YOUR ESTABLISHMENT HAS OUTSOURCED THE PERIPHERAL/OTHER SECURITY SERVICES TO THE THIRD-PARTY VENDOR – ENSURE THE FOLLOWING ARE MANDATORILY FOLLOWED BY THE LICENSED CONTRACTOR

(for Engaging Security Personnel in the State of Maharashtra – Please refer to the Maharashtra Private Security Guard Board Act)

Recruitment of Security Personnel

Physical standards: As per PSARA Act (Height, Weight, Eyesight, Hearing)

Age: is also a criteria under PSARA Act.
(18 years to 65 years of age)

For Gunmen: Additionally, License to use Gun is mandatory and there should be validity.

Documents required for issuance of Offer/Appointment letter to the individual

(Principal Employer shall ensure that these letters are issued after the Immediate employer has collected the following, before issuing

Sl.no.	Requirement	Acceptable Documents
1	NO ORIGINALS REQUIRED (If originals are obtained and based on those documents, if the employment is given – it is considered as Forced Labour)	Attested copy preferable
2.	Name of the applicant	<ul style="list-style-type: none"> • Transfer Certificate • Mark sheet

3	Name of the applicant - for women applicants	<ul style="list-style-type: none"> • For Women applicants, they may use the initial as in educational proof • Or they may use husband's name as initial, after marriage (no proof needed)
3	Educational proof (as per practice) Minimum 8 th grade/standard PASS	<ul style="list-style-type: none"> • Transfer certificate • Mark Sheet
4	Date of birth	<ul style="list-style-type: none"> • Birth certificate (with name) • Transfer Certificate • Mark sheet • Passport • Driving License • PAN card
5	Date of birth (mismatches)	Any mismatch in submitted proofs, <ul style="list-style-type: none"> • Birth Certificate is acceptable primary proof (or) • Educational certificate is secondary proof
6	Fathers' name	Mandatory If Married women wants to give Spouse name, there shall be a proof, for the same.
7	Address proof	<ul style="list-style-type: none"> • Ration card • Aadhar card • Voter ID • Passport • Panchayat Certificate • Electricity bill (with applicant's name) • Property tax payment (with applicant's name) • Bank Pass book copy of applicant (with photograph attested) • Ex-servicemen discharge book
7	ID Proof	<ul style="list-style-type: none"> • Ration card (with applicant photo) • Aadhar card • Voter ID • Passport • PAN card • Bank Pass book copy of applicant (with photograph attested) • Ex-servicemen discharge book

8	<p>Nomination</p> <p>There are 5 nominations</p> <ol style="list-style-type: none"> 1. PF 2. ESI 3. Wages 4. Leave 5. Gratuity 	<ul style="list-style-type: none"> • Spouse • Children <p>In case they are not there,</p> <ul style="list-style-type: none"> • Any one or both parents
9	<p>Other mandatory requirements</p>	<ul style="list-style-type: none"> • Physical parameter-Height & Weight (ALL) • Chest expansion (Only for Men) • Languages known • ALL 10 thumb impressions • Employee's signature • Reporting/recruiting personnel signature • Indian National • Police report – compulsory for Biharians • Medical Examination Report • Experienced guards – Proofs of previous employment, otherwise • To Undergo training as prescribed in PSARA
10	<p>Photograph</p>	<ul style="list-style-type: none"> • Current, front facing

Affidavit cannot be executed for,

- Name
- Educational proof
- ID proof
- Address proof
- Date of Birth

Employment (as security personnel) is a CONTRACT, under Indian Contracts Act. There is an offer which is accepted for compensation. During dispute, if neither party could able to establish the authenticity, you as an employer would become liable for illegality for giving an offer.

Further, for claiming social security benefits & claims by nominees, etc. mandatory proofs are inevitable. Providing Affidavit now and claiming through mandatory proof may invite trouble for employer.

Warning: Making, submitting and **accepting forged documents** is a criminal offence under IPC.

Chat 3:**Grant of Leave for Apprentices engaged under Apprentices Act****Apprentices Act**

Of Late, Every establishment – especially IT and ITES employers are getting Notice from the Board of Apprenticeship Training – for registration and engagement of Apprentices in every establishment. It was already practiced in most of the Manufacturing Facilities.

In this page, let us see the Leave provisions available for such Apprentices:

Grant of leave to apprentices:

In establishments where proper leave rules do not exist or the total leave of different types admissible to their Workers is less than thirty-seven days in a year, the apprentice shall be entitled to the following kinds of leave and subject to the conditions specified under each kind of leave.

Casual leave:

- a) Casual leave shall be admissible for a maximum period of twelve days in a year.
- b) Any holiday intervening during the period of casual leave shall not be counted for the purpose of the limit of twelve days.
- c) Casual leave not utilised during any year shall stand lapsed at the end of the year.
- d) Casual leave shall not be combined with medical leave. If casual leave is preceded or followed by medical leave, the entire leave taken shall be treated either as medical or casual leave, provided that it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave, as the case may be.
- e) Except in case of extreme urgency, applications for such leave shall be made to the appropriate authority and sanction obtained prior to availing of leave.

Medical leave:

- a) Medical leave up to fifteen days for each year of training may be granted to the apprentice who is unable to attend duty owing to illness. The unused leave shall be allowed to accumulate up to a maximum of forty days.
- b) Any holiday intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause (i) above.
- c) The employer may call upon the apprentice to produce a medical certificate from a registered medical practitioner in support of his medical leave. A Medical Certificate shall, however, be necessary if the leave exceeds six days.
- d) It shall be open to the employer to arrange a special medical examination of an apprentice if he has reason to believe that the apprentice is not really ill or the illness is not of such a nature as to prevent attendance. 1[(v) A female apprentice with one surviving child may be granted maternity leave for a period of 90 days from the date of its commencement without payment of stipend and the apprenticeship training period shall be extended accordingly. The monthly stipend shall be paid to the apprentice during such extended period.]

Extraordinary leave: Extraordinary leave up to a maximum of ten days or more in a year may be granted to the apprentice, after he has exhausted the entire casual and medical leave, if the employer is satisfied with the genuineness of the grounds, on which the leave is applied for.

In establishments where proper leave rules exist for workers, the leave to apprentices shall be granted by the employers in accordance with those rules: Provided that in the case of trade apprentices grant of such leave shall be subject to the following conditions, namely:—

- a) that every apprentice engaged in an establishment which works for five days in a week (with a total of 45 hours per week) shall put in a minimum attendance of 200 days in a year out of which one sixth, namely, 33 days shall be devoted to related instructions and 167 days to practical training;
- b) that every apprentice engaged in an establishment which works for 5.5 days or six days in a week shall put in a minimum attendance of

240 days in a year, out of which one-sixth, namely 40 days, shall be devoted to related instruments and 200 days to practical training;

- c) an apprentice who for any reason is not able to undergo training for the period specified in clause (a) or clause (b), shall be given an opportunity to make up for the shortfall in the following year and shall be eligible to take the test conducted by the National Council
 - d) if he is engaged in an establishment referred to in clause (a) only if he has completed the period of training and has put in a minimum attendance of 600 days or 800 days accordingly as the period of training is three years or four years;
 - e) if he is engaged in an establishment referred to in clause (b) only if he has completed the period of training and has put in a minimum attendance of 720 days or 900 days accordingly as the period of training is three years or four years.
- ♪ If the trade apprentice is not able to put in the minimum period of attendance specified in clause (c) of the proviso to sub-rule (2) during the period of training for circumstances beyond his control and the employer is satisfied with the grounds for shortfall in attendance and certifies that the apprentice has otherwise completed the full apprenticeship course, he shall be considered as having completed the full period of training and shall be eligible to take the test conducted by the National Council.
- ♪ If a trade apprentice is not able to put in the minimum period of apprenticeship specified in clause (c) of the proviso to sub-rule (2) during the period of training and has not completed the full apprenticeship course, he shall not be considered as having completed the full period of training and the employer shall, under sub-rule (2) of rule 7, extend his period of training until he completes the full apprenticeship course and the next test is held.

Disclaimer

The views and opinions expressed herein, are in no way to be considered legal or consultative advice. The expressed thoughts merely represent the respective author's opinion and for information purpose only. It cannot be treated as Legal Advice. Neither the Author nor HR Vidyalaya Corporate Services LLP makes any representation or warranties on the information published.

(Author: Anandan Subramaniam)