



Procedure for Confirming an Employee

The procedure for confirmation is to be initiated by the Human Resources department. The details are given below:

1. The probationer's performance will be closely monitored by his/her Manager (immediate Supervisor) during the probation period
2. The probationer will be evaluated by his/her Manager through a formal Confirmation Appraisal Review Form after the first five months of service. (where 6 months is the Probation period).
3. The Manager will then forward it to the Department Head for approval.
4. The Department Head will then send a final evaluation report to Human Resources department a week before the expiry of probation period.
5. It will be the responsibility of the Human Resources department to obtain relevant performance feedback from the immediate Supervisor and communicate the status of the employee's probation / confirmation to him/her.
6. The probationer will be kept informed of the evaluation and counseled to improve his/her performance through a formal feedback session within one week of the evaluation.
7. The aim of the monitoring and appraisal is to ensure that there is regular feedback to the employee about his/her performance.
8. The probationer is deemed to be confirmed in his/her job only when the Human Resources department intimates him/her of the same in writing and till such time he/she continues to be a probationer and no rights / eligibilities of a permanent employee will accrue to him/her.
9. In case the probation period is to be extended, the same is to be communicated in writing to the employee. The concern
10. Manager will discuss the reasons for extension of probation with the concerned employee.
11. If the employee's performance is below required levels, the company will terminate his /her from the services of the organization. This is to be communicated to the employee through a Termination Letter.

It is mandatory to follow the confirmation process. No employee will be deemed confirmed unless the above process is completed satisfactorily (unless otherwise it was clearly stated by the employer in the Appointment Letter).