

# HRV POST

## WEEKLY NEWSLETTER



“This World Breastfeeding Week (**August 01 to August 07**), under the theme

*“Closing the gap: Breastfeeding support for all,”*

UNICEF and WHO are emphasizing the need to improve breastfeeding support as a critical action for reducing health inequity and protecting the rights of mothers and babies to survive and thrive.

“In the last 12 years, the number of infants under six months of age globally who are exclusively breastfed has increased by more than 10 per cent. **This means 48 per cent of infants worldwide now benefit from this healthy start in life.** It translates to hundreds of thousands of babies whose lives have been saved by breastfeeding.

*(UNICEF)*

- This World Breastfeeding Week, let’s appreciate breastfeeding mums & ensure they get the support they need.
- Breastfeeding support comes in many forms – from staff welcoming breastfeeding in your local café to helpful advice from a health worker or maternity protections from your government. These all help protect the health and rights of women and babies.
- Women everywhere have the right to respectful breastfeeding counselling from trained health care providers, as well as laws and policies like maternity leave and provisions like paid time off when you go back to work.
- We can all help ensure women feel able to breastfeed anytime, anywhere – and work to improve the position and condition of women at home, at work and in public life *(WHO)*

- In India, Under Maternity Benefit, Creche is mandated in all establishments where 50 or more persons are engaged (in Manufacturing facilities, it is currently 30 or more women, which is also set to change in the new Labour Code). But the provision mandate is complied only by 5-8 percent of organizations.
- Usually, a woman employee will utilize maximum leave after childbirth. Even if we consider that the employee is availing 4 weeks before (as per the Act it is 8 weeks for 1<sup>st</sup> & 2<sup>nd</sup> childbirth and 6 weeks for 3<sup>rd</sup> child birth and above), such women employee may have 22 weeks or 8 weeks post child birth.
- Where a woman employee avails more leave before for some medical/physical reason, they will have little time, post childbirth. This will be worse for those women employees who are availing for 3<sup>rd</sup> & above.
- It is pertinent that the Organizations need to provide Creche or at least WFH (not a legal substitute, though)

**Magic of AI** – by 03 different tools with the current practice of conducting interview.... Colour highlighting was done to capture matching questions in 03 different tools.

**Disclaimer:** This exercise is only to capture the MAGIC of Artificial Intelligence and not to compare the content from the tools and observing which one is good. It is for information purposes only.

**Question:** Can you prepare 5/10 interview questions to be asked to 10 year experienced Finance Manager?

COPILOT	CHAT GPT
<ol style="list-style-type: none"> <li>1. Can you describe your experience with financial <b>forecasting and budgeting</b></li> <li>2. Tell me about a time when you had to make a difficult decision regarding the allocation of resources. What was the outcome?</li> <li>3. How do you <b>ensure compliance</b> with relevant financial laws and regulations in your work?</li> <li>4. Describe a successful project you have managed in the past related to finance. What <b>strategies</b> did you use to achieve success?</li> <li>5. <b>How do you communicate complex financial information to non-financial stakeholders?</b></li> <li>6. <b>How do you stay updated with the latest financial trends and changes in regulations?</b></li> <li>7. Can you discuss a time when you identified a significant financial <b>risk</b> and how you mitigated it?</li> <li>8. What <b>financial software</b> and tools are you proficient in, and how have they helped you in your role?</li> <li>9. How do you handle conflicts within your <b>team</b>, especially when it comes to financial decision-making?</li> <li>10. What strategies do you use to ensure accurate and timely financial <b>reporting</b>?</li> </ol>	<ol style="list-style-type: none"> <li>1. Can you describe a time when you had to implement a major financial <b>strategy</b> or initiative? What were the key challenges and outcomes?</li> <li>2. How do you <b>ensure compliance</b> with financial regulations and standards in your previous roles? Can you provide an example of a compliance challenge you faced and how you addressed it?</li> <li>3. Can you discuss a situation where you had to manage a budget cut or financial downturn? How did you handle the situation and what was the impact on the company?</li> <li>4. How do you approach financial <b>forecasting and budgeting</b>? Can you provide an example of a particularly successful forecast you made and what factors contributed to its accuracy?</li> <li>5. Can you explain a time when you had to <b>lead a team</b> through a significant change, such as implementing a new financial system or process? How did you ensure the transition was smooth?</li> <li>6. <b>How do you stay current with changes in financial laws and regulations? Can you give an example of how you adapted a financial practice in response to a new regulation?</b></li> <li>7. Describe a time when you identified a significant cost-saving opportunity within your department or organization. What steps did you take to implement this, and what was the result?</li> <li>8. How do you evaluate the financial health of a company? What key metrics and <b>reports</b> do you focus on, and why?</li> <li>9. Can you provide an example of a complex financial <b>report</b> or analysis you conducted for senior management? How did you ensure your findings were clearly communicated and understood?</li> <li>10. Describe your experience with <b>financial software</b> and technology. Have you been involved in selecting or implementing new financial systems? What was the outcome?</li> </ol>

META	HR TALENT ACQUISITION TEAM
<ol style="list-style-type: none"> <li>1. Can you describe your experience with financial planning and <b>budgeting</b>? How have you contributed to your previous organizations' financial growth?</li> <li>2. How do you stay current with changes in financial regulations and laws? Can you give an example of how you've implemented a new regulation in your previous role?</li> <li>3. What financial metrics do you use to measure a company's performance, and how do you analyze them?</li> <li>4. Describe your experience with financial modeling and <b>forecasting</b>. How have you used these tools to drive business decisions?</li> <li>5. How do you manage and mitigate financial <b>risks</b> in an organization? Can you give an example of a <b>risk</b> you've identified and how you addressed it?</li> <li>6. Can you walk me through your process for conducting a financial analysis of a business opportunity or investment?</li> <li>7. How do you communicate complex financial information to non-financial stakeholders, such as executives or board members?</li> <li>8. Describe your experience with <b>financial software and systems</b>, such as ERP or accounting programs. How have you implemented or optimized these systems in previous roles?</li> <li>9. How do you prioritize and manage multiple financial projects or initiatives simultaneously?</li> <li>10. Can you describe a time when you identified a financial opportunity or improvement and implemented a solution that drove significant results? What was the outcome, and what did you learn from the experience?</li> </ol>	<ol style="list-style-type: none"> <li>1. You have multiple priorities to deal with. How do you Manage?</li> <li>2. If one of you team member made an error and the deadline is almost due, what will you do? Will you let the error permitted and correct/ amend and complete the activity after due date?</li> <li>3. Management is asking your opinion to reduce the cost, by doing away the discount / offer provided by your company. What will be your answer?</li> <li>4. You as a Manager has to implement a new process without impacting the current process and current mindset of such persons who are not familiar with the new process. How will you implement the new process smoothly?</li> <li>5. Why Financial reports are important for an Organization and how will be interpret and explain the same to Top Management who is a non-financial person?</li> <li>6. Please quantify whether the cash-flow statement proves a Organizations financial health?</li> <li>7. Company wants to make some investments for future protection of finance. What are the key elements needs to be considered for such investments?</li> <li>8. A new regulation (Wage code, GST change, Income tax Change, etc) is going to be notified. How do you handle and stay current to the change in regulations?</li> <li>9. What is the cost-saving methods have you practiced in your past experience which had positive impact on the organization.</li> <li>10. Without Budgeting and Forecasting, can we go for ad-hoc business decisions? Will it be good or bad? What is your view?</li> <li>11. What are the systems, tools you have used in your experience? What do you suggest for an organization like us and why?</li> </ol>



A Service to Society by  
Sharing our Learnings

# Indian Independence Day Special

## Double Treat - Empowering HR Professionals

Learn | Un-Learn | Re-Learn



09 Aug 2024

09.30 am to 5.00 pm

### Handling Domestic Enquiry and Disciplinary Proceedings

- Types of Misconducts
  - Gateways to terminations - PIP, POSH, Domestic Enquiry Process
  - Preliminary & Domestic Enquiry
  - EO, MR, SCN, Charge Sheet
  - Suspension & Subsistence Allowance
  - Enquiry Proceedings
  - Reporting, Punishments, Appeal
  - Final Action
- Course Director: P.Sampath Kumar,  
Labour Law Advocate and Sr. HR Professional

Program - 1  
Rs.1700.00  
Incl. GST

Program - 2  
Rs.1700.00  
Incl. GST

Attend Both & Pay only

**Rs.2400 \*\***  
(Rs.1000 discount)

Session Materials,  
Templates, Certificates  
issued

10 Aug 2024

09.30 am to 5.00 pm

### A Deep Dive on Social Security Benefit's

- Employee PF (PF)
- Pension (EPS)
- Insurance (EDLI)
- ESI
- Maternity Benefit
- Gratuity
- Employee Compensation
- Labour Welfare Fund
- Statutory Bonus (non-social security)
- Highlights – Social Security Code

**CHALLENGES & SOLUTIONS**  
Applicability, Conformation,  
Benefits to Employees &  
Latest Updates

\*\*

- For Individuals – same person shall attend both the programs
- For company – each day you can sponsor distinct employee (e.g. Person A for 9<sup>th</sup> August and Person B for 10<sup>th</sup> August)

CHENNAI

1

2

Hotel Kalyan Grand, Vandalur - Chennai - 48

hr.vidyalaya@gmail.com | 63833-80112

To Register: <https://forms.gle/GAX9u8ZLBPochb9f9>

## Person working on a National or Festival Holiday

### 1. Goa, J&K, Kerala, Maharashtra, Daman & Diu

- HR-V Twice the ordinary rates of wages for such National or Festival holidays and additionally to avail himself a substituted holiday with wages

### 2. Andhra Pradesh, Telangana, Karnataka, Odisha, Tamilnadu

- HR-V The employee can be required to work on such National or Festival holidays, provided if they are paid double wages (or)
- HR-V Wages for such National or Festival Holiday and a substituted holiday

### 3. Bihar, Chhattisgarh, Jharkhand, Himachal Pradesh, Haryana, Madhya Pradesh, Pondicherry

- HR-V An employee who is required to work on holiday shall be paid remuneration at double the rate of his normal wages (no other option is available)

### 4. No requirement to work on such days

- HR-V Uttar Pradesh – Specifically did not require any Employee to work on such National or Festival Holidays
- HR-V In States other than the mentioned (in 1,2, 3 & 4 boxes) - did not publish any notification on work during such National & Festival Holiday



## THE COIMBATORE PRODUCTIVITY COUNCIL

(Affiliated to National Productivity Council of India)

"Vyshnav Building" (4<sup>th</sup> Floor), 95-A Race Course, Coimbatore - 641 018, Tamilnadu, India

Phone : 0422 - 2215727, Email : cpc@cpccbe.org Website: www.cpcbe.org



**One Day Training Programme on**

### **MASTER CLASS - POSH**

**Interactive Workshop on POSH Awareness & Inquiry**

**COIMBATORE**

**Date**

22.08.2024, Thursday

**Time**

09.00 am to 05.30 pm

**Venue**

Council's Conference Hall

**Faculty**

Mr. S. Anandan  
Corporate Consultant, Chennai

**Fee**

Rs.1500/- + GST 18%

**Take-Away**

- > Train The Trainer Awareness
- > Skill to Conduct a Legal Inquiry
- > Session Material
- > Draft Templates
- > Constituting IC
- > POSH Policy
- > Enquiry Templates
- > Report Templates
- > Certificate

**Who can Attend?**

Presiding Officers,  
Internal Committee Members,  
HR Professionals, Managers,  
Senior Management Personnel,  
POSH Trainers, Advocates

**Subject Acquaintance**

Various Workplace Harassments Definition of Sexual Harassment  
Quid-pro-quo & Hostile Environment  
Sexually Colored Remarks  
Inquiry Proceedings  
Report Writing/Recommendations  
Recent Case Citations Latest Case Studies










**R. RaviKumar**  
Honorary Secretary

**Dr. S. Sudhakar**  
President

For More Details Please Contact

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## Are you getting ready for Assessment by External Agencies...Some TIPS

Rule - 1	Rule - 2	Rule - 3	Rule - 4
<p> Do a homework.</p> <p> A Pre-Drill will help you a lot</p> <p> Have a friendly attitude with the Auditor</p>	<p> Trace the right records and documents, for the Auditor to peruse</p> <p> Quality of documentation has more value</p> <p> Let the records and documents be Error-free or Error-corrected (do not hide errors)</p>	<p> Accept and do not argue with the Auditor</p> <p> Counter argument will never help complete the assessment in the expected way</p> <p> Documents and records always speaks.</p>	<p>Keep in mind that Auditor's report is a Prima-facie and it is Final. It is based on the documentations provided before him and can only be corrected and it cannot be appealed against.</p>

### HR Vidyalaya Corporate Services LLP

Brings Delight in Every Employee @ Workplace

**POSH - Daily Dose**

DD-001	20-Jul-24	A Case Study - Reference to Case Citation
DD-002	21-Jul-24	A Case Study - How an Employer's action can go wrong?
DD-003	22-Jul-24	A Case Study - Hostile Environment
DD-004	23-Jul-24	A POSH Complaint Is Just NOT a Grievance
DD-005	24-Jul-24	A Case Study - Notional Extension
DD-006	25-Jul-24	Definition - Use of endearing term
DD-007	26-Jul-24	Why Complaint by Aggrieved woman is essential?
DD-008	27-Jul-24	Sexist Remarks - Explained
DD-009	28-Jul-24	Sexism - Defined
DD-010	29-Jul-24	A Workplace for All
DD-011	30-Jul-24	Icons in Social Media
DD-012	31-Jul-24	What Is The Reasonable Person Standard?
DD-013	01-Aug-24	Are you Managing a Team? How do you become Role Model?
DD-014	02-Aug-24	Various Actions prohibited in Workplace
DD-015	03-Aug-24	An unsolicited Gift and Sexual Harassment
DD-016	04-Aug-24	Incorrect use of Pronouns and Intentional use of Nicknames

Link to the Web Portal : <https://hrvidyalaya.in/posh-daily-dose/>

## HR Compliance Activity Calendar for August 2024

### EPF & MP Act

1. PF remittance for July wage month – due date – on or before **August 15, 2024**
2. IW-1, Monthly Returns on International Workers (mandatory for all establishments) – on or before **August 15, 2024**
3. Form 7 (IF) - Monthly returns for Exempted Establishment under EDLI – on or before **August 25, 2024**
4. Monthly Return for Exempted Establishment under EPF Scheme – on or before **August 25, 2024**
5. Ensure New Joinees declare whether they are Fresher or not and Consider Membership accordingly, if the PF wages is more than the PF Ceiling wages (Rs.15000/month)
6. For Freshers having PF wages more than Rs.15,000/month, do not contribute towards EPS (Account No.10)

### ESI Act

1. ESI remittance for July wage month – due date – on or before **August 15, 2024**
2. Ensure New Joinees are generated IP/seeded with old IP, within 10 of their joining

### PT Act

- 10<sup>th</sup> August:** Andhra Pradesh (for July Wage month)  
**15<sup>th</sup> August:** Gujarat (for July Wage month)  
**20<sup>th</sup> August:** Karnataka (for July Wage month)  
**21<sup>st</sup> August:** West Bengal (for July Wage month)  
**31<sup>st</sup> August:** Maharashtra (for July Wage month)  
**31<sup>st</sup> August:** Kerala (**April to September 2024 – with new Slab**)

### WWF Act

- 5<sup>th</sup> August:** Kerala (for July Wage month)

Profession Tax in Tamilnadu. As per Section 2 of TN PT Act ... Tax is to be deducted in August Salary and payable by 15-September (HY April ~ September)

Even in instances where drawing officer recovers the half-yearly tax due in monthly installments from the employee and officers, he shall make arrangements to remit the half-yearly tax amount due in one lump sum to the municipality concerned within the time limit prescribed above (i.e) before 15<sup>th</sup> September and February of every year.

#### Important Statutory Update – notified in July 2024.

1. Establishments in the State of Maharashtra are required to obtain Insurance Certificate to cover establishment.
2. New PT slab for Kerala

Sl No	Range of Half Yearly Income	Current Rate (in Rupees)	New Rate (In Rupees)
1	Up to Rs.11,999	Nil	Nil
2	Rs.12,000 to Rs.17,999	120	320
3	Rs.18,000 to Rs. 29,999	180	450
4	Rs.30,000 to Rs. 44,999	300	600
5	Rs.45,000 to Rs. 99,999	450/600/750	750
6	Rs. 1,00,000 to Rs. 1,24,999	1000	1000
7	Rs.1,25,000 onwards	1250	1250