HRV POST

WEEKLY NEWSLETTER

Ministry of Information and Broadcasting
Government of India

PM INTERNSHIP SCHEME 2024
Enhancing skill development & youth employability

Eligible candidates can register on **pminternship.mca.gov.in** | Portal enables **partner companies** to offer **internships** | Applications opening on **12th October, 2024**

Age
21 years to 24 years

Academics
Completed education

Job Status
Not employed

Family
No family member should be in Govt Job

No member shall earn more than 8 lakhs PA

- **12 months real-life experience in India's top companies**

- **Monthly assistance of ₹4500 by Government of India and ₹500 by Industry**

- **One-time Grant of ₹6000 for incidentals**

- **Insurance coverage for every intern under Pradhan Mantri Jeevan Jyoti Bima Yojana and Pradhan Mantri Suraksha Bima Yojana by Government of India**

- **NO PF**

- **NO ESI**

- **NO GRATUITY**

- **NO INFO ON MATERNITY BENEFITS**

- **In Your City... On-The-Job Learing in Premier Organization**

- **In Top 500 Companies in India..... apply immediately.... It is open for registration now...**

Minimum Eligibility
SSC, HSC, ITI, Polytechnic, BA, B.Com, BSc, BCA, BBA, BPharm

Not Eligible
1. Graduates from IIT, IIM, or CA, CMS, CS, MBA, MBBS, BDS, or any other Master's/Higher degree.
2. Those who have completed NATS, NAPS

Just for Info...refer Government website for complete/exact details

Other Government of India Sposnsored Trainings available, now

	NAPS	NATS
Published by	Ministry of Skill Development and Entrepreneurship (MSDE)	Ministry of Human Resource Development (MHRD)
Duration	On-the-job training at the company and can range from 6 months to 3 years	It is a one-year programme providing technically qualified youth with the practical skills needed in their field of work
Engagement through	Via third-party administrators (TPA) Directly	Via third-party administrators (TPA) Directly
Exemption	• Exempted from contributing to the Employees State Insurance (ESI) and Employees Provident Fund (EPF) • No Gratuity • No Bonus • No Leave with wages	• Exempted from contributing to the Employees State Insurance (ESI) and Employees Provident Fund (EPF) • No Gratuity • No Bonus • No Leave with wages
Training to whom	Category – I : ITI Category – II: Graduates (non-technical), Trade Apprentices, 10th Pass/12th Passs & 5th pass & above	Fresh graduates and diploma holders in engineering, technology, architecture, pharmacy, hotel management, and catering technology and (10+2) level vocational course passouts
Stipend	25% or Rs.1500/- whichever is higher	Graduate : Rs.4500/- Diploma : Rs.4000/-
Age	Upto 35 years	Upto 40 years
Applicability	Establishments having a head count of 30 or more (including contract employees) shall engage apprentices - atleast 2.5% and a maximum of 15%	
	These apprentices cannot join any worker union	

No.S-65025/01/2024-SS-II
Government of India
Ministry of Labour & Employment
Social Security Division
*****

Shram Shakti Bhawan, New Delhi
Dated 27th September, 2024

Office Memorandum

Subject:- Legal clarification for the PM Internship Scheme regarding applicability of Labour Laws on Interns-reg.

The undersigned is directed to refer to Ministry of Corporate Affairs' communication No. F. No. CSR-13/29/2024 dated 18.09.2024 on the above mentioned subject and to state that the issue has been examined in the light of provisions of EPF & MP Act, 1952, in consultation with EPFO.

2   It is stated that EPF contribution is payable in respect of employees employed for wages in accordance with the terms of the contract employment (section 2(f) and 2(b) of the Act). The Payment of Wages Act 1936 also, states that wages are paid in accordance with terms of employment, express or implied.

"Thus, the terms of engagement of a person with an establishment is the crucial determinant whether the amount being paid will qualify as wages or not."

3.   Reference is also invited to M/o Corporate Affairs' letter dated 18.09.2024 wherein it has been stated as *"The internship would not entail employment for wages in any kind of work. Further, the internship allowance of Rs 4500 is to be paid by the Government of India directly to the account of the intern"*.

4.   In view of the aforesaid provisions and above observation of M/o Corporate Affairs, for the purpose the PM Internship Scheme (PMIS), *prima-facie* interns do not qualify as employees.

This issues with the approval of Competent Authority.

(Sudesh Kumar)
Under Secretary to the Govt. of India
e-mail : sudesh.kumar73@nic.in
Tel. No. 011-23473009

To
    Ministry of Corporate Affairs
    (Ms Himani Sharma, Assistant Director)
    Himani.sharma25@gov.in
    5th Floor, A Wing, Shastri Bhawan, Dr RP Road, New Delhi.

No PF required for PM Internship

EMPLOYMENT DEPARTMENT, HARYANA
रोजगार विभाग, हरियाणा

Letter No :- EMI/ER-II/2024/979   Dated :- 02-09-24

To

MDs / Director / HR Manager/ Principal
All Industrial Units, Schools , Colleges& Hospitals of District
Gurugram.

Subject:-   Submission of EMI ER-II Returns as on 30 Sept. 2023.

उपरोक्त विषय के सन्दर्भ मे रोजगार महानिदेशक श्रम और रोजगार मंत्रालय, नई दिल्ली के निर्देशानुसार तथा रोजगार निदेशालय, हरियाणा पंचकूला के पत्र कमांक EMI/DGE/2024/10294-316 दिनांक 30.08.2024 के आदेशानुसार सभी जिला ईकाईयों को आदेश दिये जाते है कि निजी क्षेत्र की सभी संस्थापनाओं को 30.09.2023 की सांखिकीय विवरणी ER-I के आधार पर द्विवार्षिक विवरणी ER-II अधिनियम 1960 के निर्धारित प्रोफॉर्मा पर भरकर दिनांक 30.09.2024 तक इस कार्यालय को भेजना सुनिश्चित करें। अपनी संस्थापना की ER-II रिपोर्ट निर्धारित प्रोफॉर्मा पर भरकर इस कार्यालय की ई-मेल आईडी– dlegurugram@gmail.com, By Post तथा By Hand भी भेज सकते है।

इससे सम्बन्धित किसी भी प्रकार की सहायता के लिये आप इस कार्यालय के व्यक्तिगत रूप व दूरभाष नं0 0124–2322030 पर किसी भी कार्यदिवस में सम्पर्क कर सकते है।

संलग्न– ER-II प्रोफॉर्मा

रीतू हुड्डा
मण्डल रोजगार अधिकारी
गुरूग्राम

Statutory

Update

Divisional Employment Exchange, Gurugram
Office :- Room No. 513-514, 5th floor, Mini Secretariat, Gurugram
Email –dlegurugram@gmail.com, Phone No. 0124-2322030

FORM ER-II

Occupational return to be submitted to the local Employment Exchange once in two years (on a date to be specified by notification in the Official Gazette)
(Vide the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960)

Name and address of the employer
Nature of business
(Please describe what the establishment makes or does as its principal activity)
1. Total number of persons on the pay rolls of the establishment on (specified date)..................................
    (This figure should include every person whose wage or salary is paid by the establishment.)
2. Occupational classification of all employees as given in Item I above. (Please give below the number of employees in each occupation separately.)

Occupation Use exact terms such as engineer (Mechanical); teacher (domestic Science); Officer on Special Duty (Actuary); Assistant Director (Metallurgist); Scientific Assistant(Chemist); Research Officer(Economist); (Carpentry); Supervisor(Tailor); Fitter (Internal combustion engine) Inspector(Sanitary); Superintendent(Office) Apprentice (Electrician)	Number of employees Men Women Total	Please give as far as possible approximate number of vacancies in each occupation you are likely to fill Instructor during the next calendar year due to Retirement, expansion or Re-organisation.
1	2 3 4	5
....	....	....
Total		

How is Bonus Calculated?

- **Bonus is paid for those who worked for 30 days in the previous financial year**
- **Bonus is calculated for the previous financial year – % of bonus is declared**

1. Eligibility for bonus: A monthly salary of Rs.21,000/- or below (Basic+ DA)
2. Basic+DA considered for
   Payment of bonus, if eligible   Rs.7000/- per month (or) MW, whichever is higher
3. Annual salary for calculation   Rs.7000 x 12 = Rs.84,000.00
   a. If it is declared at 8.33%   Rs.84,000 x 8.33% = Rs.7000.00 (Bonus)
   b. If it is declared at 12%   Rs.84,000 x 12% = Rs.10080.00 (Bonus)
   c. If it is declared at 15%   Rs.84,000 x 15% = Rs.12600.00 (Bonus)
   d. If it is declared at 20%   Rs.84,000 x 20% = Rs.16800.00 (Bonus)

If the Minimum wages is Rs.12,000 then = Annual salary for calculation is Rs.12000 x 12 = Rs,1,44,000
    If it is declared at 8.33%   Rs.1,44,000 x 8.33% = Rs.11995 (Bonus)
    If it is declared at 10 %   Rs.1,44,000 x 10% = Rs.14400 (Bonus)
    If it is declared at 20%   Rs.1,44,000 x 20% = Rs.28800 (Bonus)

If bonus paid as monthly, (Rs.7000 / 12 = Rs.583.00), then at the end of the year, it needs to be reconciled with the bonus declared.

Statutory Bonus for those who get Rs.21,000/month Basic+DA and above – Statutorily it is not payable. If the management pays bonus for them, it is recorded as Ex-gratia. And there is no necessity to show it in the bonus register or return.

- Ordinary
- Dangerous
- Hazardous
- Health
- Safety
- Welfare
- Green Field
- Brown Field
- Operational

EMPLOYER RESPONSIBILITIES IN SAFETY
POTENTIAL HAZARDS, HAZARDOUS CHEMICALS
FIRE, FIRST AID, PPE, VARIOUS COMMUNICATIONS
THROUGH DISPLAY

EMPLOYER RESPONSIBILITIES IN WELFARE
WELFARE OFFICER, CANTEEN (INSIDE KITCHEN,
FOOD FROM OUTSIDE), SHELTER, REST ROOMS,
CRECHES

EMPLOYER RESPONSIBILITIES IN HEALTH
TEMPERATURE, DUST & FUME, LIGHTING AND
OVERCROWDING, WASHROOM, DRINKING WATER

TAKE-AWAY

CHECKLISTS
TEMPLATES
SESSION MATERIAL
CERTIFICATE

Welcome to

Master Class on
Factory HR Compliance

19th October 2024 - Saturday
Full Day - 9 am to 5.30 pm
Hotel Kalyan Grand, Vandalur
Chennai

Registers at: https://forms.gle/oAPvyjQwenAajq6C8

Anandan S
HR Vidyalaya CS LLP

Workplace Competency

Competency	Workplace Competency
Skill + Knowledge + Job Attitude = Competency	Skill + Knowledge + Job Attitude + In a specific Job = Competency
A trait anyone will have	Only a Value-added Employee will have
A common trait	Relevant to certain work environment
A skill can be developed, Knowledge acquired and job attitude experienced	May not be developed or acquired (usually)
Do not determine businesses	Determine specific businesses

Classification of Workplace Competency

- Mostly , while measuring competency – one could overtly see knowledge and skills
- But other behavioural components like attitude, skills, traits, thought leadership styles, self-image, organizational fitment etc. are hidden
- Such hidden traits can be visible only during workplace competency
- Workplace competency varies with Jobs and Job positions
- Workplace competency is usually focussed on individual performers
- Where successful organizations identify and develop such single business events to manage organizational core competencies that drive larger enterprise projects which is critical to the organization

How a Probationer can be terminated?   Hon'ble Supreme Court's observation

There can be no manner of doubt that the employer is entitled to engage the services of a person on probation. During the period of probation, the suitability of the recruit/appointee has to be seen. If his services are not satisfactory which means that he is not suitable for the job than the employer has a right to terminate the services as a reason thereof. If the termination during probationary period is without any reason, perhaps such an order Would be sought to be challenged on the ground of being arbitrary. Therefore, normally services of an employee on probation would be terminated, when he is found not to be suitable for the job for which he was engaged, without assigning any reason. If the order on the face of it states that his services are being terminated because his performance is not satisfactory, the employer runs the risk of the allegation being made that the order itself casts a stigma. We do not say that such a contention will succeed. Normally, therefore, it is preferred that the order itself does not mention the reason why the services are being terminated.

If such an order is challenged, the employer will have to indicate the grounds on which the services of a probationer were terminated. Mere fact that in response to the challenge, the employer states that the services were not satisfactory would not ipso facto mean that the services of the probationer were being terminated by way of punishment. The probationer is on test and if the services are found not to be satisfactory, the employer has, in terms of the letter of appointment, the right to terminate the services.

Few Companies have a Policy not to engage Blood Relations of current employees
Who are called Blood Relatives?

Father   Mother   Spouse

Brother   Sister   Son

Daughter   Brother's wife   Sister's husband

Son's wife   Daughter's husband

After joining the establishment, if in case an employee marries another employee, this policy may not work