

# PN TECH

EARN TRUST THEN PROFITS

*EMPLOYEE MANUAL*



**PN TECH**  
*BANGALORE*



இதனை இதனால் இவன்முடிக்கும் என்றாய்ந்து  
அதனை அவன்கண் விடல்

- திருக்குறள்517

***English Couplet:***

This man, this work shall thus work out',  
Let thoughtful king command;  
Then leave the matter wholly in his servant's hand

**Explanation:**

After having considered, this man can accomplish this,  
by these means let (the king) leave with him the  
discharge of that duty.

# **EMPLOYEE RULES MANUAL**

PN Tech values each and every employee working for the betterment of the company.

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This manual consists of all the rules and regulations to be followed by the employee in PN Tech Company. Details of procedures followed regarding leave rules, appraisal, targets, and hikes from A to Z everything is given below.

## **1. General Rules**

Each candidate is being recruited after strict examination, after recruitment there will be demo training for 5–7 days and then you will get an employee ID/login page.

From the date when employee ID gets generated, you will be under probation period of 2 months.

After two months of training, you will be examined and confirmed for the post which you have been selected for.

## **2. Login Page Details**

Every employee will get a separate login page and the necessary instructions for an employee (like daily work schedule, leave details, performance ratings, work warning, behavioural warning) will get updated on the page.

### **2.1. Daily Work Schedule**

Work Schedule for daily will be updated on the login page which includes nature of work, your post and its role, target details, task details.

### **2.2. Performance Ratings**

Every employee will get a 5 star performance rating every week. This rating will also be given for any task assigned. When you get 5/5 you are good at your work and 1/5 needs a lot of improvement. These ratings will get reflected during your hike in salary.

5/5-Excellent (Keep going on same track)

4/5-Very good (Just one step ahead)

3/5-Good (Can be improved)

2/5-Poor (Efforts needed)

1/5-Very poor (Needs more hard work)

### **2.3. Warnings**

Warnings will be uploaded whenever there is a sign that you have to correct yourself.

#### **2.3.1. Work Warnings**

Work warnings are raised whenever you don't get your target completed if your work performance is low. The work warning will be removed once you are back on the track to work.

#### **2.3.2. Behaviour Warnings**

Behaviour Warnings are raised whenever your attitude towards a senior employee, discipline in office premises is not acceptable. The behaviour warning will be removed when you have shown changes in behaviour.

For each warning your salary will get affected accordingly. When the warnings reach the count of 3, your job is at risk. Similarly, when you often get any warnings then it's not a good sign and you need to change a lot.

### **3. Leave Details**

- Every month one casual leave (CL) will be credited and it will get accumulated every month (if not taken). After every 3 months the leave will get debited (even if not taken).
- Any leave taken after the CL will be considered as paid off (i.e., the salary will be deducted for that particular day).



- If your paid off count reaches 5, then your salary for that particular month will be kept under hold. Hold will be released only after you work for the next month.

### **3.1. Terms and Conditions for Leave**

- 1) Prior intimation through Leave Application has to be submitted to take leave. [Note: Leave taken without CL will be considered as paid off and the salary following in the upcoming month will have a deduction of that paid off leave.]
- 2) Leave on medical grounds will be accepted with the certificate from the Registered Doctor. [Note: This Leave will also be considered as paid off leave.]
- 3) For leave(s) on medical grounds, while returning back to work submit a medical certificate from a Registered Doctor.
- 4) When pay off leave goes above the count of 5 days, salary following that month will be put under hold.
- 5) Deduction of salary for the Paid off leave will be according to the individual's salary structure per day.
- 6) For employees assigned work of demo/live trading deduction in salary may have variation with the actual salary structure per day.

## **4. Appraisal**

Every employee who works for the betterment of the company will be benefited through a hike and bonus. Based on one's performance, involvement in work, target completion, task completion there will be a hike and bonus.

## **5. Bond and Notice**

### **5.1. Trainee**

During the training period, you are eligible for salary only when you complete the whole month. When you discontinue the job without

completing the month, you are not eligible for salary for that particular month.

## **5.2. Regular Employee**

For regular working employees they need to inform prior and should serve the notice period (Notice period depends on the post). They will be eligible for salary for that particular month only when they serve notice period.

## **6. Terms and Conditions**

The below mentioned terms and conditions are applicable to all the trainees and employees of the company in any of the posts.

- 1) Company reserves all the rights to cancel your selection to any particular post on grounds of poor performance.
- 2) Company reserves all the rights to cancel your selection on grounds of any misconduct of behavioural activities.
- 3) Company reserves all the rights to take any legal actions against you, if any of the company's confidential information has been shared to a third-party member without the approval of the head of the branch.
- 4) Company reserves all the rights to take any disciplinary action against you for any misconduct of behaviour towards co-employees or senior officials of the company.
- 5) Before relieving all the formalities have to be completed in the office premises and then the clearance of salary will be done.
- 6) If you disobey any of the above mentioned conditions, the company reserves all the rights to take action against you at any time.

**Let's Grow Together...**

**THANK  
YOU**