

Induction Coverage - HR

Mr. Shiraj Dontulwar

01-06-2023

Sr.No.	Description	Remarks
	HR Department	
1	Self Intro - Name, Exp, Qualification, Family, etc.	
2	Ask for their expectations from this Induction	
3	Brief of persons working in HR Dept & self personal details	
4	Brief about Setco Group & different business in India	
5	Vision 2025	
6	Setco - Name, Core team	
7	Our Products	
8	Manpower Summary -(Staff, Technician & Contract Labor)	
9	Probation Period - Dry Confirmations.	
10	Annual /Mid Year Appraisals & Increments (Cycle -April to March)	
11	Levels & Grades - Explain his/her grade	
12	Explain Setco India Org Structure & his/her position.	
13	Explain of our team in Delhi & Chennai	
14	Getting adjusted to People, Place, Food & Culture	
15	Three Website - Leave Module, Remote Desktop, etc.	
16	E.Code - What is Ecode	
17	IT -a)Internet Usage, B)Email Properties	
18	Telephone Rules, Printers, Fax, Scanner, Xerox, Common Drive	
19	Airtel CUG	
20	Intimation of Change of Address & contact nos to HR Dept.	
21	PAN Card/ Aadhar Card is compulsory. If you don't have we will help you.	
22	Bank A/C for salary	
	Policies	
23	Local, Domestic and International Travel	
24	Petrol Reimbursement	
25	Flexi Timings	
26	Mobile Reimbursement Policy	
27	LTA Policy	
28	Canteen Service	
29	Educational Assistance Policy	
30	Tea Free	
31	Probation and Training Period	
32	Bonus & Variable Pay	
	Salary, Leave Rules & other disciplines	
33	PL with related rules	
34	Annual Paid Holidays - 9 Nos	
35	Weekly Off - When Applicable ? No Sandwich allowed	
36	weekly off at Delhi & Chennai	
37	OD Forms online/FP	
38	C/Off & O.T. Rules	
39	Leave rules for Trainees & New Joiners - 14 nos	
40	what if a Holiday falls on your w/off or you are asked to work on that day	
41	Gate Entry for official /personal work outside, while on duty	

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Sr.No.	Description	Remarks
42	Shift Timings	
43	workers timely evaluations+officers responsibility	
44	Explain Salary Break up. (Salary Should be Confidential)	
45	Salary dates & the way it is calculated	
46	Canteen Rules & timings. Tea & Breakfast timings - sitting arrangements	
47	Online Leave, Biometric ?card punching System.	
48	Display of I Card within company premises	
49	Dressing Code	
	Insurance	
50	GPA, GMP, and Life Insurance	
51	Intimation of Marriage/New Born for Mediclaim	
52	Immediate Intimation of Hospitalization for GMP	
53	Procedure for Claim from GMP	
	Continuous Process	
54	Working 6 days a week	
55	Scattered off for most of the employees	
56	Internal Union	
57	Management Staff Takes off on Sunday	
58	Females are less in the plant comparatively	
59	Technicians are Basically ITI Pass holders	
	Other Information	
60	Brief of Mr. Rajesh Mandlik	
61	Small celebrations, events, parties	
62	ISO:TS:14001-Our Concerns	
63	Quality Standards - Customer Audits	
64	Dealing with Operators and Workers	
65	How to maintain discipline and follow procedures	
66	Discipline and Quality are uncompromised	
67	Monthly Setco Performance & Communication meeting	
68	Loyalty -Honest feedback of wrong happenings	
69	Suggestions and Kaizens - Active Participation	
70	Training and Development	
71	Rewards and Recognitions at Setco	
72	Social Responsibility	
73	Email Writing should be careful.	