



TRIMASTER METROLOGY LLP

INDUCTION TRAINING PROGRAM

Employee Name: Mr. Mitesh Thattekar

Date of Joining : 01-04-2022

Department : Sales & Service of precision measuring instrument

Designation : Assistant Manager – Applications & Service

Employment: On roll

Project: Endurance Technologies Ltd

| S.No | Points on which induction is given | Status |
|------|---|--------|
| 1 | Introduction of Company | C |
| 2 | Introduction of HR Policies: A)Attendance Bonus Policy, B) Leave Policy, c) Recovery against shirt & shoes Rs. 1000 at the time of exit, D) Sexual Harassment policy, E) Misconduct, F) Allowances Policy, G) Referral Policy | C |
| 3 | Disciplinary actions to be maintained at work place | C |
| 4 | Introduction of Third party inspection services project | C |
| 5 | Scope of work | C |
| 6 | Organizational Hierarchy | C |
| 7 | Basic: ISO 9001-2015 awareness | C |
| 8 | Introduction to members within department & other department | C |
| 9 | Notice Period: This engagement can be terminated mutually by giving 1 month notice for job inspectors & 2 month's notice to Engineers on either side in writing or gross salary in lieu of notice. Unless you fulfil all the exit formalities including not limited to handing over the charge, your full and final settlement shall not be process | C |
| 10 | Attendance Format | C |
| 11 | Medical Certificate(on time of joining, candidate should submit his medical certificate | C |

Status C- Complete P – Pending

Signature of Employee

Date: 02-04-2022

HO: Office No 202, 2nd Floor,
Vasudha Equinox, Bopodi
Pune 411003 India



Signature of Trainer

Date: 02-04-2022

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