



FINEARC SYSTEMS PVT. LTD.

Induction Programme

Name :-	Balu Bansode			
Designation :-	Engineer-Controls			
Qualification :-	BE-Mechanical			
Date Of Joining :-	13.04.2024			
Department	Date & Time	Particulars / Topics Covered	Induction by	Signature
HR & Admin				
HR & Admin.		Leaves Rules	D.K.Londhe Pravin Chavan	
		Paid Holiday		
		Shift Timmings		
		Safety Rules		
		Uniform, Shoes, Access Card		
		Joining Formalities		
		Introduction to Employees		
	Rules & regulations Of the company			
Projects				
Projects Vendor Devp. / Q.C		Projects / Vendor Devp. / Q.C General Overview - Project / Vendor Devp. Q.C	S.B.Chanda S.S.TAK	
Controls				
Controls		PLC Programming Panel Wiring	Sandeep Sutar	
Cust.Support				
Customer Support		Overview of Department	Nitin Bhole	
		Planning of Manpower		
		Record Keeping .Visit Reports		
Sales / Marketing				
Sales/Marketing		Overview of Business Plan	Shanmukh Kawade S.Prabhu	
		Marketing & Sales activities		
Design				
Design		Product / Technology Overview	Ajeet Khalute	
		Software information		

Induction completed & form received

Signature (HR)

Induction completed

Signature (Inductee)