



REVA PROCESS TECHNOLOGIES

Registered Office:

Office No. 701, 702, 703
Trident Business Center.,
Baner, Pune - 411045
MH, India

Email: info@revaprocess.in

INDUCTION CHECK LIST

TO BE FILLED BY INDUCTION AUTHORITY

Employee Name	Mr. Yogesh Sindhkhedkar
Employee Designation	Operation - Incharge
Employee Start Date	03 - 01 - 2023
Manager / Supervisor	Mr. Abhay Kulkarni
Department / Section	Operation

Explain Business:

- The structure
- The type of work

List and introduce key people and their roles:

- Promoter / Owner
- Managers / Department Head
- Colleagues
- Subordinates
- Administrative Staff
- Team members from other department.



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Explain employment conditions:

- Job description and responsibilities
- Policies
- Notification of leave and absenteeism
- Work time and meal break

Explain Pay:

- Pay arrangements
- Salary Breakup
- Deduction
- Other Payment
- Procedure
- Travel Policy
- Visit Claim

Show work environment:

- Parking facility
- Eating facilities
- Phone calls and message collecting system
- Washing and toilet facilities
- Work station, tools, machinery and equipment used for job



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Specific Induction:

- Introduction to Job Profile
- Introduction to Server Structure & respective folders
- Introduction
- On Job Training session –
 - Introduction to client work
 - On going Project Information
 - Brief Project History
 - Project Schedule
 - Project Deliverable
 - Document Template
 - Communication and Submission Authority
 - Document Preparation and Quality Procedures.
 - Introduction to Individual Role in Project.

- Setting Job Profile
- Setting up KRA

This Is To Declare That General Induction & Specific Induction Is Don For :-

Name Mr. Yogesh Sindhkhedkar

Date 03/01/2023

Y. Sindhkhedkar

Employee Signature

[Signature]

Technical HOD Signature

[Signature]

HR Signature



**Training Attendance record
cum Effectiveness Measurement record**

Format No:RPT/HR/08

Rev No: 01

Rev Date:31.12.2020

Details of the Training Programme: Awareness of EHS Training

To identify, evaluate and control safety and health hazards and provide for training in critical areas.

Training gives employees the proper skills and knowledge to perform their jobs safely.

Name of Faculty (Internal/External): Mr. Amol Kulkarni - External EHS Consultant

Venue: RPT Conference Hall

Date & Time: 24 May 2024, 10:00 PM To 02:00 PM

S N	Name of Employee	Designation	Signature	Effectiveness (0-5 Scale)	Remarks
1	Ketan Chaudhari	Operations Head			
2	Raju Shaikh	Draughtsman			
3	Kiran Dok	IT Administrator			
4	Keval Saraf	Asst. Manager			
5	Vipin Kulkarni	Manager			
6	Manisha Zende	HR Assistant			
7	Aashish More	Asst. Manager - Process			
8	Omkar Lapalikar	Piping Designer			
9	Yogesh Sindhkhedkar	Operation Incharge			
10	Swapnil Sonawane	Sr. Piping Engineer			
11	Vitthal Joshi	Process Engineer			
12	Vijay Biradar	Operation Incharge			
13	Nikita Barphe	Process Engineer			

Incharge HR	Trainer Signature	Effectiveness Evaluated By:
		Date: Sign:

Measure effectiveness as per below criteria
5 - Excellent / 4 - Good / 3 - Satisfactory / 2 - Needs Improvement / 1 - Unsatisfactory
Note:
1> For Marks below 3 employee will be retrained
2> Effectiveness to be measured within 10 working days or As per training required