



INDUCTION TRAINING PROGRAM

Date: 2/05/12

Employee Name: Mr. Prasad D. Pangarkar

Date of Joining: 02/05/2012

Department: Customer Support Designation: Sr. Engineer

Employment: On roll/PBE/On contract

Project: M/s. Endurance Technologies

Division:

Sr. 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 Policy 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	<b>Notice Period:</b> This engagement can be terminated mutually by giving 1 month notice for Job Inspectors & 2 months' notice to Engineers on either side in writing or gross salary in lieu of notice. Unless you fulfill 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

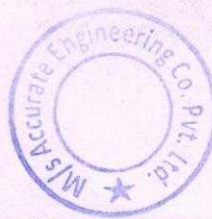
Signature of Employee

Training Material: Received / Not received

Date: 2/05/12

Signature of Trainer

Date: 2/05/12



ATP-HRD-DI-F07/18/07/2019

Rev. No.: 03



INDUCTION TRAINING PROGRAM

Date: 01/09/14

Employee Name: Mr. Prakash M. Khandagale

Date of Joining: 01/09/2014

Department: Customer Support Designation: Engineer

Employment: On roll/PBE/On contract

Project: M/s. Endurance Technologies

Division:

Sr. 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 Policy 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	<b>Notice Period:</b> This engagement can be terminated mutually by giving 1 month notice for Job Inspectors & 2 months' notice to Engineers on either side in writing or gross salary in lieu of notice. Unless you fulfill 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

*Prakash*

Signature of Employee

*Balaji*

Signature of Trainer

Training Material : Received / Not received

Date: 01/09/14

Date: 01/09/14

ATP-HRD-DI-F07/18/07/2019

Rev. No.: 03