



JAI KRISHAN FINLEASE PVT LIMITED

HUMAN RESOURCE POLICY

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Jai Krishan Finlease Pvt Ltd

Regd Office: Shop No 24, Ground Floor, DDA Shops, Neeti Bagh, New Delhi-
110049, Delhi

Head Office: Info Tower, D-89, Nehru Colony, Dehradun – 248001,
Uttarakhand

Phone: 0135-4503180 / 0135-4156794

Email: admin@jkfinlease.com

Web: www.jkfinlease.com



Introduction:

Human resources are the most important assets for any organization. It is this resource that makes other resources like money, material, and machine productive. Therefore, it is critical to invest in the development and welfare of human resources in order to maximize the institutional performance.

Jai Krishan Finlease Private Limited (JKFPL) is one of the fastest expanding NBFC in India, currently working in Uttar Pradesh Uttarakhand and Himachal Pradesh.

Jai Krishan Finlease has achieved a remarkable position in the market in a very short span of time. It is very important to have committed, talented, and loyal employees to achieve the vision and mission. The management at Jai Krishan Finlease understands and appreciates the fact that an employee can contribute his/her best only when she/he in general gets to be associated with the organization.

Human Resource Management (HRM) provides an institution with an effective workforce in order to achieve its mission. Effective HRM uses systems and tools to bring together:

- the right number of people,
- with the right attitude and skills,
- in the right place,
- At the right time.

Specific objectives of this policy are:

- ✓ To lay down a system of proper Human Resource Planning and get right person in right place and in at right time so as to have non-disrupted operations
- ✓ To build employee enthusiasm, loyalty towards the organization, through a system of rewards and incentives
- ✓ To facilitate the implementation of HR policies and practices in a sensitive and transparent manner to the employees
- ✓ To elaborate the system of staff development through trainings
- ✓ To facilitate coordinated team effort in the organization.

Code of Conduct

The code of conduct is applicable to all employees of Jai Krishan Finlease Private Limited. The Company is committed to conducting its business in accordance with the applicable laws, rules and regulations, and with highest standards of business practices and ethics. The issues covered in this code are of utmost



importance to the company, its employee, and members.

All the staff of Jai Krishan Finlease must remember that they are representatives of an institution and that it will be judged by the way they look, act and talk. They are bound to work under code of conduct of the company. The code of conduct aims at encouraging all the members of Jai Krishan Finlease to achieve and maintain the highest standards of conduct and performance.

Purpose of the code of conduct:

- ✓ Encourage high standards of honesty, integrity and ethics among the employees of the company.
- ✓ Encourage observance of standards to protect the interest of employees, and members.
- ✓ Provide guidance to all Jai Krishan Finlease staff on the standards of the conduct required by the company.
- ✓ Achieve responsible use of and control over all the assets and resources employed and entrusted.
- ✓ Indicate what actions would constitute as “Breaches of conduct”.
- ✓ Describe the action that the company would take as a consequence of breaches of the conduct, and the relative seriousness of those actions.
- ✓ Explain the rights of staff.

The following are some obvious but important obligations that should be followed by every staff member of Jai Krishan Finlease:

- ✓ Clients and potential clients, and indeed everyone they meet in the course of their work are to be treated with respect, politeness, and honesty.
- ✓ Staff have to behave in a disciplined manner, with mutual respect, trust and spread fraternity through their interactions with colleagues/clients and outsiders.
- ✓ Staff will not use any abusive language either among colleagues, clients or subordinates/supervisors.
- ✓ Staff will show respect to the dignity of all colleagues. No usage of authority to undermine a colleague’s sense of pride or dignity.
- ✓ Staff are not permitted to accept anything personally from clients and potential clients, not even a drink of water. Violation of this rule may attract disciplinary action.
- ✓ Staff are not permitted to enter into any personal, social or business relations with clients or potential clients, without getting prior written permission from the Managing Director/CEO.
- ✓ Staff will not have any commercial dealings with parties in whom friends or colleagues have a direct financial interest or connection, or indulge in any unethical practices with the funds and work.



- ✓ Staff will not engage in outside employment or reveal any confidential information relating to the organization to any outsider, not defame Jai Krishan Finlease or a colleague.
- ✓ Staff will not consume alcohol, smoke, or take drugs in the work place in the interest of maintaining organizational culture, the good health and working comfort of all colleagues and visitors.
- ✓ Staff will not discriminate based upon caste, creed, religion or gender.

Policies and Procedures

Human Resource policies and procedures are documented guidelines that provide a structure to the work environment. These guidelines define the roles and responsibilities of both Jai Krishan Finlease and its employees, where topics such as work conditions, legal requirements (in accordance with local and national labour laws), compensation, and many other issues are generally included.

Importance of Policies and Procedures

Human resource policies and procedures provide consistency, fairness, and efficiency in dealing with staff members. Having a written policy document also provides the ability to establish and clearly communicate the rights and responsibilities of Jai Krishan Finlease and its staff members. Human resources policies can also be a valuable tool to ensure that all employees are treated equally and to save on the time required to research past precedent and make a decision on individual cases.

Stated policies can simplify the communication with the staff members on what is expected of them, what services or compensation Jai Krishan Finlease provides, and what procedures will be followed. Lastly, human resource policies are important in handling legal issues with employees and in reinforcing the institutional culture by treating employees equally.

Disciplinary Procedure

The staff of Jai Krishan Finlease are bound to act under the rules and regulations of the company. They are liable to work under discipline and maintain sophisticated culture. Non-compliance of these code of conducts/staff and official rules will result in suitable disciplinary action against the staff member by the appropriate officer(s) of the company.

All cases of alleged misconduct by staff will be considered by a Disciplinary Panel which will consist of at least two officers of the company from senior in positions, but not the immediate supervisor of the staff member concerned. The names of the members of the Disciplinary Panel shall be posted on the notice board of the place of work of the accused member.

Acts and Omissions constituting as misconduct:

1. Wilful in subordination or disobedience whether alone or in other combination with another others of any lawful and reasonable order of a superior.
2. Striking work or adopting go slow, pen down strike, either singly or with any other employee



without giving due notice prescribed by any law for the time being in force.

3. Inciting, whilst in the office, any officer/ or employee to strike work.
4. Theft, fraud or dishonesty or misappropriations in connection with the employer's business or property belonging to other employees.
5. Taking or giving bribe or any illegal gratification from subordinate, guest/ clients/ customers of the Company.
6. Habitual absence without leaves.
7. Drunkenness, fighting, riotous or disorderly behaviour or conduct likely to cause a breach of the peace or conduct endangering the life or safety of any other person or any act subversive of discipline and sufficiency and any act involving moral turpitude, committed within the company or outside.
8. Habitual negligence or neglect of the work.
9. Threatening or intimidating any employee or clients in the establishment.
10. Disclosing to an unauthorized person any information in regard to the working process of the Company.
11. Gambling within the Company premises.
12. Sleeping while on duty.
13. Insubordination, malingering, deliberates, delaying of carrying out of order.
14. Collection or canvassing for collection without the written permission of the management of any money within the premises of the company except as sanctioned by any law or agreement for the time being in force.
15. Carrying on the money lending or any other private business within the office premises of the Company.
16. Commission of any act subversive of discipline or bad behaviour within the company or outside or any act, which may be deemed to be prejudicial to the fame of the company.
17. Absence from place of work or office or seat without the permission of his superior.
18. Distribution or exhibition within the boundaries of the company of any newspaper, handbills, pamphlets or posters without the previous sanction of the Management.
19. Organizing, attending or holding meetings within the boundaries of Company or in any premises owned by the Company in its Offices/estate without previous sanction of the Management or put-up any label or bondage on the arms in demonstration manner or shouting slogans within



the premises of the establishment.

20. Unauthorized use of company's quarts or land.
21. Speculation in any investment or commodity within the premises.
22. Spreading false rumours or giving false information which tends to disrupt the atmosphere of the establishment or spread panic among the employees.
23. Writing of anonymous or pseudonymous letter/letters criticizing the Company or its Management of the establishment.
24. Conviction in any court of law for criminal offence or imprisonment by the order of Magistrate or Police Officer.
25. Active involvement in village politics affecting business of the Company.
26. Furnishing false information regarding name, father's name, age, and qualification of previous services.
27. Breach of any provisions of the any acts constituted as misconduct as defined by the Standing Orders.
28. Interference with records, attendance registers etc. either pertaining to self or to any other employees.
29. Possession of any lethal or any other weapon within premises without the written permission of the Management.
30. Altering, disfiguring, destroying or in any way rendering material put on the notice board, either partly or wholly, unintelligible or altering the meaning originally intended.
31. Falsification of records and/ or defalcation on monies of the establishment.
32. Threatening, disparaging or intimidating the inquiry officer conducting the domestic inquiry or misbehaving in inquiry proceedings within the establishment or outside.
33. Abusing the officers or employees of the establishment or clients or outsiders within the establishment or outside.
34. Giving any material inducement to clients to participate in the program.
35. Involvement in any activity, which brings the company into disrepute.
36. Not giving full cooperation with surprise visits or internal audits to not providing requested documents in a reasonable time.
37. Failure of the officer in charge to make up the difference regarding money transaction by the end



of the day.

38. Punishment for misconduct: Any officer or employee found guilty of misconduct under the aforesaid standing orders whether of major or minor nature may be given any of the following punishment-

a) Minor Punishment

- Warning or written notices.
- Fines according to the provisions of the payment of wages act.
- Withholding of increment for any specific period.
- Suspension without pay for a period not exceeding 4 days.
- Demotion to a next junior post, lower place in the scale of pay.

b) Major Punishment:

- Permanent Termination of service.
- Temporary discharge from services until the issue is fully resolved.

Note:

A disciplinary action is taken on the staff if/when they fail to comply with the aforesaid rules and policies. However, the decision of the CEO/HRD will be final in case of taking any disciplinary action.

Public relations

Although all employees are representatives of Jai Krishan Finlease, unless authorized by the MD/CEO, employees are strictly forbidden to make available publications or declarations to outside sources including donors, media, other NGOs and/or MFIs and government officials about Jai Krishan Finlease, its performance, role, or work. All inquiries from outside the organisation should be referred to the HR Manager ongoing basis, the HR policies and procedures are modified to accommodate a changing environment. Any changes to the policies and procedures are discussed at senior management meetings. The outcomes of these discussions are then communicated at the field level meetings. Changes to the policies and procedures are approved by the MD/CEO after taking into consideration the employee feedback.

Circulars signed by the CEO are issued to the branches, field offices and the Head Office employees communicating the changes. All such circulars also mention the time period after which the changes are going to be implemented.

A copy of the circular is displayed on the notice board and another copy filed till such time the changes are reflected in a newer version of the HR manual.

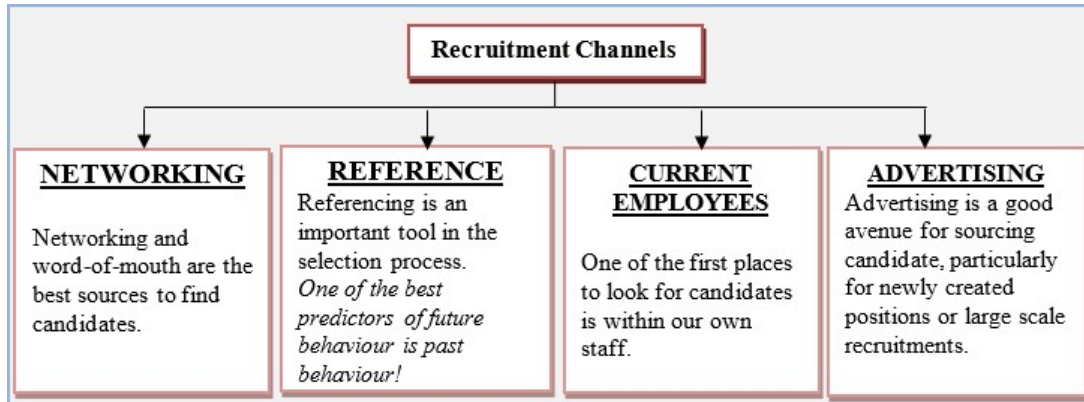
A master copy of HR the annual is kept in the custody of HR Head who is responsible to ensure that each circular is filed at the appropriate place and is inserted in the manual. HR Head also ensures that the HR

manual is reviewed and updated every year, based on the changes/updates in HR related policies.

Recruitment and Selection:

Recruitment is the search for qualified candidates to fill an open job position, followed by the evaluation and decision on which candidate is the best match. The entire process starts by identifying Jai Krishan Finlease's requirements, and ends with negotiating the final offer with the candidate and making the hire. Institutions are successful because of their people – both past and present.

Critical to our future success is the quality of the people our organisation can attract, recruit and retain. Recruiting the right person has tremendous benefits. The right person is someone who is well matched to the job tasks and our institution's values and goals. If a person is a "good fit", they will demonstrate high levels of initiative and creativity; they will be productive and likely stay longer with our organisation.



1. Advertisements

Wherever possible, all field positions above BROs are filled by promotions from within the operations team. For BRO's positions Jai Krishan Finlease prefers recruiting from the communities in its operational areas.

The HR Manager and Branch Manager adopts different methods to attract talented people for recruitment after receiving the notification from CEO/Manager - HR including the following:

- Branch Managers encourage their BROs to communicate the nature of vacancies in the groups they are managing.
- Word is spread among the local communities through BROs.
- Local contacts are informed regarding the vacancies and information is passed onto local media to make the masses aware of it.
- For mass recruitments, Jai Krishan Finlease advertises the vacancy notification in online recruitment platforms in which qualified candidates, especially women, are encouraged to apply.



The budget for this process is defined and advised by the Head Office.

2. Assessment and Selection

The Head of Human Resource Department ensures that selection criteria for all posts to be filled are properly defined and adhered to, during the selection process.

3. Age Criteria

The range of age for potential or existing employees is 18 to 65 years.

4. Interviews

Those candidates who pass the preliminary tests are invited for an interview.

5. Panel Formation for Selection of Staff

Panel Structure consists of minimum 3 members comprising of Manager of the relevant profile/team and Regional A/c Head/Audit Manager/HR Manager i.e. Team Manager forms the compulsory panel member and the other two members can perform the rest of the lot depending on their availability.

Criteria generally considered by the panel members for the selection of employee and Managers at the HO and branch level is as under:

Post	Minimum Qualification Required	Preference
BRO (Loan Officer)	Intermediate/Commerce Graduate	Female candidates will be given preference (Qualification Intermediate)
Branch Managers	Commerce Graduate with 2-year minimum experience in relevant field.	Post Graduates/MBAs/ PGDiploma holders will be given preference
Hub In-charge & above	Commerce Graduate with 5-year minimum experience in relevant field.	Post Graduates/MBAs/PGDiploma holders will be given preference

6. Documents required at the time of Recruitment

- Prospective candidate is asked to bring a copy of their CV, one passport size photograph and original as well as a copy of academic certificates, experience certificates, address proof/ID proof (Aadhar is mandatory).
- Candidates must qualify in their respective written test/group discussion/personal interview held with the panel members.

7. Besides, the additional features considered at the time of selection are:

- Personality Attributes
- Physically fit to sustain the pressure in the field work
- Good communication skills with an emphasis on Vernacular language to convince the clients.



- Maturity and self-confidence to deal with different situations in the operational area.
- Honesty and integrity.

8. Verification of Original Documents:

The panel members verify the original documents before taking their final decision so that defaulters may be short-listed beforehand.

9. **Referral Check:** It is done by HRD through previous organisations and by their professional references.

Restriction on Dual Employment

As an essential condition, the successful candidates are not allowed to carry on anywhere else employment simultaneously. Non-compliance with this condition may lead to cancellation of selection so made.

10. Sending Documents to HO to Generate the Appointment Letter

BM's send the documents used at the time of selection (i.e. interview assessment sheet, answer sheet, copy of CV, academic certificates) of the successful candidates to HO on the basis of which their appointment letter is drafted in the below mentioned format:

Ref.: -----

Date: DD-MM-YYYY

To,

Mr. XYZ

Address:-----

Mob- -----

Subject: Appointment to the post of ----- with Jai Krishan Finlease Pvt. Ltd.

Dear XYZ,

With reference to your application and subsequent interview with us, the Company is pleased to appoint you as post of ----- on consolidated CTC Salary of Rs. ----- per month on following terms and conditions:

Sl.	Particular	Amount
1	Monthly Salary	
2	Outstation Travelling Allowance will be as actual	-
3	Food allowance will be Rs. ----- per meal per outstation visit	-
4	Other	-
	Total CTC Salary	

(i) Joining

Your job (Designation) will be on a probation period of six months from the date of joining. Post which your performance will be reviewed by the management and you will be accordingly offered the permanent joining with the Company. The management may at its discretion extend your job criteria period either during or at the end of your original/extended duration period(s). You have to give minimum 1 (One) month notice period to



the organization before leaving your job. If prior to this you want to leave the job then the salary of one month will be deducted from your balance or you will be liable to pay the amount equal to that.

(ii) Reporting

You joining is confirmed from **(date)**----- with the physical visit in the head office along with a photocopy of your degrees of Educational and Professional qualification, certificates of experience with two copies of your recent passport size colored photograph.

(iii) Period of work

The period of work shall be 10 AM to 7 PM in a day of work. This period of work may be extended or preponed by the Company depending upon the need of the Head Office. The recess period of half an hour may, however, in the discretion and need of the Company, be changed from time to time.

(iv) Days of work

Days of work shall be 6 days from Monday to Saturday. But in order to maintain continuity of work, a deployed responsible person may also be required to work on Sunday also in which case the Company may not, as compensation, give a paid leave against the work.

(v) Command and Control

You will be responsible to the Director and Head, Finance for your performance of your duties and functioning.

(vi) Conduct

- Befitting conduct is expected to be maintained by You at all times besides maintaining cordial relations with staff and colleagues and will follow prescribed timings for work.
- You will devote your whole time in the service and for the benefits of the Company and shall not take up any other employment or engage in private business or calling of any other nature of join any educational Institute, School or College or any social organization without written permission of the Management/Director.
- This appointment is based on the information supplied by you in your application, resume, personal contact etc. if any information found incorrect your appointment will be cancelled at any time without any prior notice at any time.
- That you'll be responsible for safekeeping and return in good condition of all the office properties, equipment, vehicle, tools, books, etc., which may be given to you for the official use. In case of loss of the office belonging the Company has the right to deduct the amount from your dues and take appropriate actions.
- Company will have discretion of assigning you with any work suitable to your Job/ Qualification and experience and regulate your working hours from time to time.
- During the tenure of the service, Management can suspend you in case the disciplinary proceedings are lodged or contemplated against you. You can also be suspended in case any criminal case is lodged or under investigation against you by the appropriate authorities.

(vii) Jurisdiction

In case of any conflict between the employee and the employer (Company), the case shall be registered in Dehradun area and the subsequent proceedings will be held at District court Dehradun.



(viii) Job Responsibilities

- Ensuring the financial entries of the group/companies in the software
- Preparing and maintaining ledger balance of the group/companies
- Ensure all financial reporting is accurate, timely, and transparent, adhering to ethical standards
- Compile balance sheets, profit and loss statements, cash flow statements, and other financial reports
- Assist in the preparation of budgets and financial forecasts, and monitor actual performance against the budget
- Ensure all financial activities are in line with Society/Reserve Bank of India (RBI) regulations and other relevant laws
- Prepare and submit periodic financial reports to regulatory bodies such as RBI, SEBI, and other authorities as required
- Handle tax planning, ensure timely filing of tax returns, and compliance with GST, Income Tax, and other applicable taxes
- Coordinate with internal auditors to ensure that the company's internal controls are effective and adequate
- Facilitate the annual audit process by liaising with external auditors and providing required documentation
- Regularly reconcile bank accounts with the company's financial records
- Being prompt with the required work
- Be open to work for any other responsibility directed by the Head Finance/Director for the welfare of the Company

(ix) Transfer

The Management may transfer you for work in any Section/Department/Branch/Unit Associated concern or subsidiary of the Company anywhere in India, as it might consider in its discretion, subject to the provision that your remuneration will not be adversely affected.

(x) Termination of Employment

A contract of employment may be terminated by the employer of an employee at any time without prior notice period and reason. Regarding this, no claim & no complaints will be validated by the employee. Employee will be bound to this Termination.

Termination of the employment contract without notice or payment in lieu of notice

An employer may summarily dismiss an employee without notice if the employee, elation to his employment.

- Unsatisfactory work consent to the Reporting Manager, Director, and Management of the Company
- Willfully disobeys a lawful and reasonable order
- Misconducts himself/herself
- Is guilty of fraud or dishonesty, or
- Is habitually neglectful in his/her duties

(xi) Halting Expenditure

In case of travelling, the halting allowances are subject to Director's approval on actual basis.



(xii) Leave

You will be entitled to 8 CL and 7 SL in a calendar year apart from the general holidays decided by the Company every year. The general holidays calendar will be shared with the employees through email.

During the tenure of your service, in case you are found to have remained absent without prior written permission from the Management for the consecutive 4 (four) days, you will lose lien from your job and it will be presumed that you have voluntarily left the Company.

(xiii) Acceptance

In case the aforesaid terms and conditions are acceptable to you, you are requested to return this letter duly signed by you as your acceptance of terms and condition mentioned above in this letter.

Sincerely,

**(Name)
Head - HR**

DECLARATION:

I have read and understood the terms and conditions as mentioned above in the letter of appointment and I accept the same.

Date: -----

(Name of selected candidate)

Joining Formalities:

After selection, the successful candidates are called at Head office for the induction training. This includes some basic knowledge about the company's Mission & Vision, its products, operational processes etc. HRD needs to coordinate with the training in charge to ensure that all new recruits are being trained before they start their work.

The appointment letter signed by Head, HR is issued on the same date taking into consideration that no local posting is allowed for male candidates. Field-based candidates would be posted at least at a distance of 60 km. (40 km. in case of BEs) from their current place of residence.

Checklist for Personal File:

HR creates and maintains a separate personal folder on the appointment of a new employee. HR manager (at HO) will be responsible to manage and make sure all the personal folders are up to date.

The content of the employee personnel file shall include the following:

- Two passport size photographs
- KYC documents
- Curriculum Vitae/ Resume
- Copies of academic transcript



- Job Offer Letter
- Referee Letters (if any)
- Appointment Letter & Contract Letter
- Code of Conduct Employee Declaration
- Home contact details, dependents
- Disciplinary Actions
- Letters of Recommendation, Promotion, Recognition
- Information on salaries
- Letter of Resignation/Termination
- Letter of Relieving

Training and Probationary Period

The staff is initially placed on training period of 3 month during which the Recruitment Committee assess the suitability for the position and the employee is move to a probation (of 6 months), if found suitable.

In some cases, the candidates who have sufficient experience in a relevant field are placed directly on probation. The period of training/ probation starts with the induction.

ID Cards: All employees are issued an identification card and must wear it at all times while on duty. All ID cards must be returned to the HR Department upon an employee's departure. In case of loss of ID card, the loss is to be immediately reported to the concerned Supervisor and HR Manager, initially over phone, email or any other faster communication, and subsequently in writing.

Training and Development

Training Programmes at Jai Krishan Finlease are designed to:

- Improve the effectiveness of staff members in current roles.
- Increase adaptability of staff members.
- Ease the introduction of new technologies or methodologies.
- Standardise work processes to increase overall efficiency.
- Reduce costs by decreasing employee turnover.
- Help retain employees who understand Jai Krishan Finlease's mission and culture, thereby building loyalty.
- Helps in decentralising the decision making authority as capabilities of staff are increased to take decisions at their own level.
- Training benefits Individual Staff Members by allowing them to improve their professional skill sets and their overall productivity.



- Increase job satisfaction through a more thorough understanding of the task to be performed.
- Improve self-confidence.
- Enjoy increased morale, which contributes to a desirable work environment.

Training Programmes at Jai Krishan Finlease:

Jai Krishan Finlease has a separate training department which takes care of different training needs of the staff. A separate Training Manual will also be developed to take care of training requirements of the organisation.

Jai Krishan Finlease offers following trainings for its staff:

- Orientation Training
- On-the-job Training
- Refresher Training
- Exposure visits
- Trainings outside Jai Krishan Finlease

Orientation Training

All new recruits at Jai Krishan Finlease receive an orientation to Jai Krishan Finlease's Vision, Mission and core Values. They learn what they can expect from Jai Krishan Finlease as well as what is expected of them. This training includes an introduction to Jai Krishan Finlease's policies and procedures, with specific focus on the Operations Manual and the HR Manual. Such an orientation program serves to build an internal culture of cohesion, clarity and focus.

On-the-Job Training

During this training relevant employees work, closely with more experienced and seniors of the team/office in the field to learn the intricacies of group management and Jai Krishan Finlease's loan processes, and interacts with Branch Managers at the branch office to develop the proper administrative skills. This builds confidence and enhances learning. The relevant senior takes regular feedback from the new recruits and monitor their performance on regular basis.

Refresher Training

Training is a continuous process at Jai Krishan Finlease Pvt Ltd to ensure that learning is retained and that new practices are communicated in a timely manner. Other training needs are assessed at the beginning of the year as part of the annual performance appraisal meetings.

External experts are also invited, sometimes, for any specific topic which the MD/CEO or Manager – HR realizes its need depending on the budget allocation. During all trainings, organisational values and RBI guidelines are reinforced and employees are updated with any changes in policies and procedures.



Exposure Visits

Exposure visits, if requested for employees from different departments of the organization, can be arranged to gain an appreciation of best practices in the industry. Operations staff such as BRO's and Branch Managers, who have a track record of good performance, can also be taken on exposure visits to other relevant companies in order to improve their understanding of the sector and also to prepare them for greater responsibilities in the future.

Trainings Outside Jai Krishan Finlease

Jai Krishan Finlease staff is free to attend any specialised training conducted by external technical service providers. The HRD selects the appropriated candidates for attending such trainings.

HRD provides training formal approval letter to the participants which includes a clause that the participants will have to subsequently give/deliver the same training within their team (or to those for whom the topic is relevant within Jai Krishan Finlease). It will be held as an internal training and has to be delivered within one month of date the external training.

Training planning:

Jai Krishan Finlease integrates its assessment of training needs with the performance appraisal process. A report mentioning both the training requirements and budget is sent to the CEO. Once it is approved, a training calendar is prepared. Depending on the budget and the expertise available, the HR department schedules trainings either in house or outside the organisation.

Training evaluation:

Employees who attend trainings/exposure visits outside Jai Krishan Finlease should submit a training report in which they provide comments on the quality of the training attended and whether they would recommend a similar training for other employees of Jai Krishan Finlease in the future.

Separately, management assesses the impact of the training on building employee skill sets. By observing and monitoring the performance of the employees who have undergone training, management independently determines whether desired results were obtained with regard to building human capital, whether the investment was justified, and what might be done to make the training more effective in the future.

Employee Exit Policy:

In case of will of Employee, the employee is expected to serve a month notice from the date of his/her formal resignation to the company/immediate senior.

In case of termination due to the above mentioned reasons in the manual, particularly those related to performance the employee are carefully examined and given warnings about the termination and upon finding no improvement in the relevant case, the employee is terminated with full and final settlement.