

# HR Budget, Financial Report & Policy Updates

## 1. HR Budget & Policy Updates (Effective 1st April 2025)

- Base Salary: 45,000 per month.
- Performance-based hike: 10% to 50% based on project delivery & work.
- HR will decide salary hikes based on individual performance.
- 3-month performance watch period before confirmation.
- No delays in project delivery; strict deadlines must be followed.
- CRM usage is mandatory for tracking cash, expenses, and reimbursements.
- No email approval = No salary or reimbursement.
- No WhatsApp or call for official communication; only emails allowed.
- Office Timing: 10:00 AM - 7:00 PM (Monday-Friday), 10:00 AM - 4:00 PM (Saturday, 30th May 2025).
- No Monday & Saturday leaves allowed due to start & end meetings.
- Work from home is not permitted.
- Employees must take responsibility for meeting & greeting clients.
- Violating rules will result in salary deductions (10-25% of CTC after 3 warnings).

## 2. Financial Overview

Total Income: 9,110,313.37	Total Expenses: 4,571,524.20
Total Tax Paid: 1,166,561.19	Profit Before Tax (PBT): 4,538,789.17
Profit After Tax (PAT): 3,372,227.98	Total EBITDA: 4,538,789.17

3. Month-wise Financial Breakdown

Month	Income	Expenses	Tax Paid	EBITDA
Jan	759,192.78	380,960.35	97,213.43	378,232.43
Feb	759,192.78	380,960.35	97,213.43	378,232.43
Mar	759,192.78	380,960.35	97,213.43	378,232.43
Apr	759,192.78	380,960.35	97,213.43	378,232.43
May	759,192.78	380,960.35	97,213.43	378,232.43
Jun	759,192.78	380,960.35	97,213.43	378,232.43
Jul	759,192.78	380,960.35	97,213.43	378,232.43
Aug	759,192.78	380,960.35	97,213.43	378,232.43
Sep	759,192.78	380,960.35	97,213.43	378,232.43
Oct	759,192.78	380,960.35	97,213.43	378,232.43
Nov	759,192.78	380,960.35	97,213.43	378,232.43
Dec	759,192.78	380,960.35	97,213.43	378,232.43