

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

- 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-Saturday)
- No Monday & Saturday leaves allowed due to start & end meetings.
- Work from home is not permitted (those who are working on WFO)
- Employees must take responsibility for meeting & greeting clients.
- Violating rules will result in salary deductions (10-25% of CTC after 3 warnings)