HUMAN RESOURCES
POLICY MANUAL 2026
STAFF

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CONTENTS

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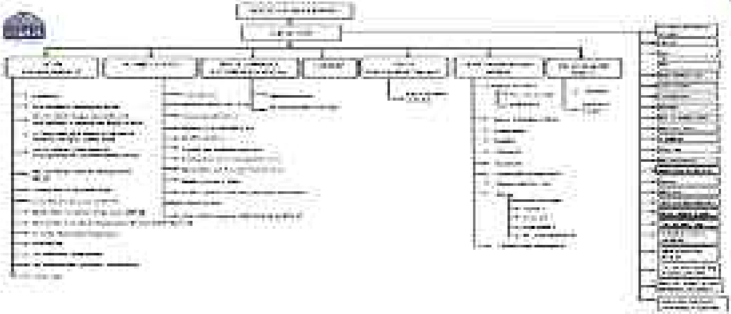

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CHAPTER 1

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CHAPTER [illegible]

PROMOTION POLICY

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CHAPTER 10

MEDICAL FACILITY

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CHAPTER 11

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CHAPTER 14

STAFF CO-OPERATIVE CREDIT & SUPPLY SOCIETY LTD.

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TRAINING & DEVELOPMENT

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CHAPTER 16

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CHAPTER 20

ENTERPRISE RESOURCE PLANNING (ERP)

GRIEVANCE POLICY

THE SYSTEM

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CHAPTER

RETIREMENT, RESIGNATION ETC.

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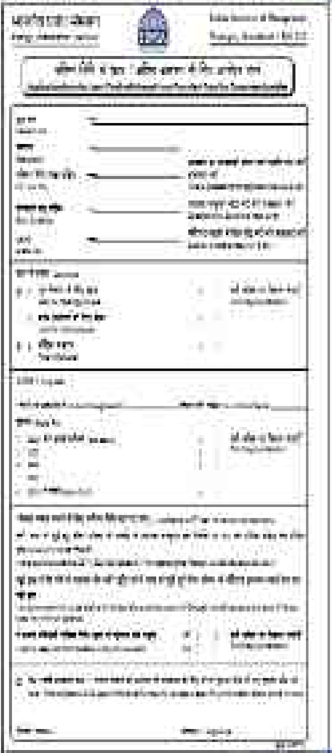

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PENSION FORMS

Name of the Retiring Employee ____________________

Date of Joining ____________________

Date of Retirement ____________________

Employee code ____________________

Form E – DETAILS OF THE RETIRING EMPLOYEE

1. Full name of the Employee	
2. Date of Birth	
3. Date of Joining	
4. Date of Retirement	
5. Present Designation	
6. Employee Code	
7. Present Address	Contact No.: ____ Email ID: ____
8. Address after Retirement	Contact No.: ____ Email ID: ____
9. Name and address of the Public Sector Bank through which the pension is to be drawn	
10. Mobile No.	

Place:

Signature of Employee

Date:

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FORM A

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CHAPTER 21

RETENTION OF DOCUMENTS

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