

CORPORATE HUMAN RESOURCES POLICIES & MANUALS

M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd

*An ISO 9001:2015 and 27001:2013 Certified Private Limited Company Working in Sectors
of Remote Sensing, GIS, Information Technology and Survey Engineering*

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M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd

Submitted to

The Management Committee

M/s- Prantik Care The Earth Geo Info Solutions Private Limited

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Section 1: Introduction

This handbook is the summary of the policies, procedures, guidance and benefits to the employees and organization. It is an introduction to our vision, mission, values, what you expect from us and what we expect from you. We believe that employees are the assets of the organization and to understand them the positive work environment play an important role. This Employee Hand Book(EHB) is the confidential property of M/s- Prantik Care The earth Geo Info Solutions Pvt Ltd (PCTEGIS) and any use, distributing, copying or disclosure by any person to outsiders without any proper authorization is strictly prohibited. Any query or doubt concerning the content of the EHB should be forwarded to the Human Resources Department of PCTEGIS.

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Applicability

This EHB will be applicable to the employees working in M/s- Prantik Care The earth Geo Info Solutions Pvt Ltd (PCTEGIS) w.e.f March 01, 2025. This book contains all the notices/circulars/extracts/meetings circulated earlier before the date of validity of this handbook.

Definitions

- a) "Company" means M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd (PCTEGIS) and will its branches, offices/plants located anywhere in India or Abroad.
- b) "Board" means the "Board of Directors" of PCTEGIS and it includes all Committee of Directors.
- c) "Approving Authority" means the management/higher authority i.e. Managing Director/Director of the Company.
- d) "Employee" means full/Part time employment/retainership/interns/apprentice/Trainees or any other employee who is working with PCTEGIS.
- e) "Dependents" means the employees family dependents. Family includes employee mother, father, spouse and children. The children age of above 24 will not be included as a Dependent Children.
- f) "Year" means the financial year i.e. August to July
- g) "Base City" means the native location, a permanent residence of the employee.

h) "Posted City" means the work place where the employee will be posted at the time of joining.

i) "Malfeasance" means official misconduct, an unlawful act which affects the performance of official duties.

About the Organization

Founded by Shri Amal Krishna Chakraborti Retd W.B.C.S. (Exe) and Er. Ansuman Chakraborty in the year of 2016, M/s- **Prantik Care the Earth** operates with the single-minded focus of empowering India and Development of a society, where "*the mind is without fear and head is held high*" based upon the doctrine of *Maa-Mati-Samaj*, We aim at bringing together the best global practices, corporate thinking and accountability, the highest standards of corporate governance and transparency to create a model of sustainable development, which is benchmark in the industry and can be replicated at a scale.

At **Prantik Care the Earth**, We believe that India has got vast amount of potential human resources, which needs to harness with care not only to attain higher growth potential, GDP and Per Capita Income but at the time keeping in mind the context of societal development vis-à-vis to prevent brain drain, unemployment, evils related to unemployment and so on. We believe in a holistic 360-degree development with a focus on verticals like Community Mobilization, Natural Resources Management, Women Welfare, Human Rights and Conflict Management, Water & Sanitation, Agriculture & Livelihood, Education, Geo-environmental Research & Development, & Health & Nutrition. This model empowers our communities with the capability of creating choices for themselves and their families, allowing them to transform their own lives and ensuring a permanent and irreversible change for good.

Our strategy is to Engage, Empower, Execute and Exit: Over the last Eight years we have been working with the motto to create free and fair society and dynamic human resources that can usher a new era of economic and social development in the nation. We want to develop a society where the human resources are aware of social sustainability and cares for the surrounding geo-eco-biota. As a part of our strategy we use to impart traditional and professional training to the Young generation, plunges them in the economy by making them execute projects and finally leading them into the Perfectly Competitive market and Dynamic Socio-Eco environment to face the World as well as to act as Change maker or role



model for the subsequent masses.

Our strength lies in our team of specialists and professions both at corporate and grassroots committed to sustainable growth.

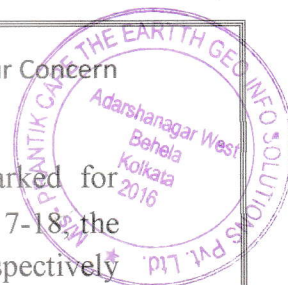
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Our Work:

Established over the last Eight years, M/s-Prantik Care the Earth is purported to work in the sectors of Human Rights and Conflict Management, Women Welfare & Child Rights, Natural resource Management & Sustainable Socio-economic Development, Education & Mass Literacy as well as in the sector of IT, Remote Sensing & Geo-Spatial technology in an cost effective, highly quality controlled and Professional manner, where every client feels on the top priority.

Our Services at a glance:

- a) Consultancy Services in the field of *Remote Sensing, Geographical Information System, Survey Engineering and Information Technology, Education, Human Rights and Conflict Management*. To resolve the conflicts arising out of day to day human life as well to run professional projects under the same wing.
- b) As has been laid down in the memorandum of the organization the organization will take active programme and schemes on Child & Mass Literacy under the scheme "**Siksha Avijan**". Currently the organization is already running a project under this wing entitled as "Free coaching centre for Scheduled Caste & Scheduled Tribe Students (Primary section: up to Class IV) at Prantik, Santiniketan. Currently the organization runs a Technical Training Institute under the name of *Archana Institute of Technical Education & Research* to train up students in the field of Remote Sensing, GIS and Information Technology.
- c) The organization is to undertake programmes, schemes on Women Welfare & Child Rights in form of organizing rallies, undertaking action plans and schemes, running several projects, etc. Currently the organization is running "**PCTE-Kanyashree**" scheme under this segment, where weaker girl child's use to receive a cash help of 1000 INR/per month to run their educational expenses and on attaining 18 years of age is provided with a cash benefit of 15000 INR to run their marriage or higher education expenditures. Currently this scheme is operational at Prantik wing of the organization.
- d) Another flagship programme of the organization is "**PCTE-Yuvashree**" where the talented and poor scholar boy Childs are provided with a financial aid of 2000.00/year to aid in their education



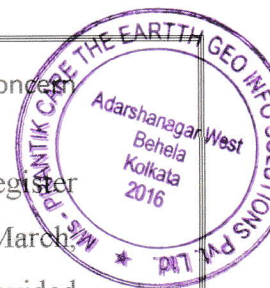
- e) **“PCTE-Mayer Dewa Mota kapor”** is another programme marked for distribution of clothes among the destitute women. In the financial year 2017-18, the total number of beneficiaries under the programme has reached 220 respectively while in 2016-17 financial year, the total number of beneficiaries has been 140 in number.

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- f) Another Flagship Programme has the **“Annakut Scheme”** a mission to provide food to the poor and destitute. Initiated since Financial Year 2017-18 with 10 beneficiaries, in 2018-2019 Rice was distributed to a quantity of 5 Kgs/person to a total number of 35 beneficiaries which was increased to 50 in 2019-2020. This programme is held on every 02nd. Day of August on the occasion to observe the birth date of the organizational Founder Mrs. Archana Chakraborty.
- g) **“Bijoy Lal Memorial Grant for Need Cultural Activists/Sports Person”**: A scheme observed on 02nd. August to provide a financial assistance to needy Cultural activists / sportsperson to keep on continuing their pursuits in their own field with a minimal grant of 2000.00 INR/awardee.
- h) **“Bijoy Lal Memorial Trophy”** is organized on the day of every Durga Panchami to felicitate the local talent in Sports and child welfare every year, where the office bearers, students and localities participate in sports to create a healthy atmosphere and general well being of the region.
- i) **“Umarani Blanket Grant”** is organized to distribute blankets to the Urban and Rural Poor to save them from the harshness of cold and bitter winter.
- j) **“Chokher Aalo”** has been proposed from the financial year 2022-23 to aid the employees working with PCTE and PCTEGIS, free eye check up each year, especially for the Group D staffs beyond the age 55, including funding for cataract operator and other form of diseases.
- k) **“Dughdoshree”**-A scheme where Milk for All employees on field has been assured keeping in mind the Protein Content of the body, full nutrition and good health.
- l) **“SSO Incentive Programme”** for Department of Maati : A moral boosting provided to the members / Incumbents of Department of Maati (Survey Engineering) / Department of Samaj (RS/GIS/IT/ Urban/ CAD/ Cadastral) for more good work and devotion towards duties of the office.
- m) **Archana Institute of Technical Education and Research (AITER)** : As a parent body of the organization this organization imparts technical training to the students of society in the field of Remote Sensing, GIS, Information Technology, Survey Engineering.

Founders and Co-Founders of the Organization

Prantik Care The Earth was established by a group of young and talented youths in 2011 with Lt. Niranjana Chakraborty as the First President and Srimati Archana Chakraborty

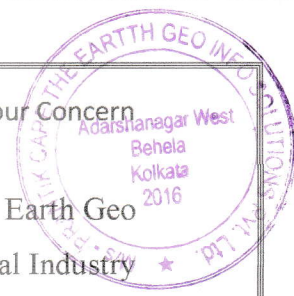


as Vice President in the Financial Year 2011-12. The Society was registered under Registrar of Societies and Non-Trading Corporation of Government of West Bengal on 12th. March, 2012. The name of the first executive body of M/s- Prantik Care The Earth is herein provided below:

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Sl.No	Name of the Incumbent	Designation	Educational Qual	Years of Professional Exp as on 2011
1	Adv. Niranjan Chakraborty	President	B.A.(Hons)-English, C.U; LLB-Cal	35 Years as Police Personnel under GoWB and 5 Years of Regular Practise in Kolkata High Court and Bansal Court, Sealdah
2	Srimati Archana Chakraborty	Founder & Vice President	B.A.(Hons)- Bengali; CU; M.A. – CU; Sangeet Bivakar	Social Activist and Gandhian Follower
3	Shri Ansuman Chakraborty	Founder Secretary	M.A.(Geog); M.Sc (Geoinformatics); Sangeet Bivakar (Kathak, Rabindra Nritya); Junior Diploma (Recitation); Bangiya Sangeet Parishad	JRF- RGNDWM-BIT Mesra
4	Shri Abhishek Kumar Jha	Asst Secretary	B.Sc(geology); M.Sc (Geoinformatics)	JRF- RGNDWM-BIT Mesra
5	Shri Amar Kumar Kathwas	Asst. Secretary	B.Sc(Agri); M.Sc (Geoinformatics)	PhD Scholar- BIT Mesra
6	Shri Sunil Sankahla	Asst. Secretary	B.Sc(Biology); M.Sc (Geoinformatics)	JRF- RGNDWM-BIT Mesra
7	Srimati Arpita Mukherjee Dutta	Asst. Secretary	M.A.(Bengali);Sangeet Probar (Rabindra Sangeet)	Vocalist- Rabindra Sangeet
8	Kumari Mousumi Roy	Asst. Secretary	M.A. (Geog); MBA (HR & Fin)	Jr. Manager; FedEx
9	Shri Praveen Kumar	Executive Member	M.A.(Geog); M.Sc (Geoinformatics)	PhD Scholar- DRS-BIT Mesra
10	Shri Rabindra Jha	Executive Member	B.Sc(Agriculture)	Businessman
11	Shri Avinash Jha	Executive Member	B.Sc (Biology)	Private Sector Employee

Later on in 2016 M/s- Prantik Care The Earth was converted from Non-Governmental



Organization to Private Limited Company with the name of M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd with a vision to have a distinct global presence in Geo-Spatial Industry by providing high quality Data infrastructure, mapping, survey and technical assistance to the Government Departments which leads to as healthy customer relationship with the details as follows:

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Sl.No	Heads of Information	Details of Information
1	Year of Incorporation with Month	August, 2016
2	Registered Address	59D, Adarshanagar West, Behela, Kolkata, PIN-700061
3	Corporate Office	3/14, K B G Sarani, Prantik Township, Santiniketan, Birbhum, West Bengal
4	Name of the Directors	a. Amal Krishna Chakrabortti b. Shri Ansuman Chakraborty (Riyaj)
5	Percentage of Shares	a. 70% b. 30%

Company's Vision

To be one of the most respectable brands in the category through brand building initiatives, providing world class products with consistent, quality, leading to profitability and growth of everyone who is associated with the organization.

Sales Vision: RESPECT

R : Reliability: You can count on us

E : Excellence: Is our Standard

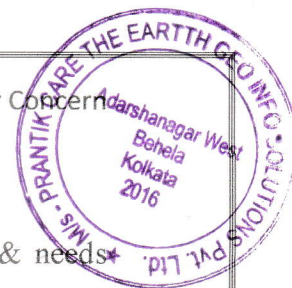
S : Service: Customer First and accomplish the needs

P : People: Serve People with Fairness & Firmness (*the Company strictly believes in the Doctrine of Maa Maati Samaj*)

E : Empowerment: Enabling each to attain his/her potential

C : Caring: Care for all as we wish to be cared for

T : Team: work Foster a spirit of Team work.



Commitment

PCTEGIS tries to provide the solutions as per the customer's requirement & needs and also leads to innovative and cost saving solution within their total production process. "Team PCTEGIS" works hard to understand their customer's products and production processes to become their most reliable & dependable, complete and innovative supplier for Geo_Spatial Solutions.

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PCTEGIS Ethics Pledge – Word of Honor *(Any employee joining PCTEGIS after 01.04.2025 will have to accept this integrity pledge/ oath while joining)*

- It is the responsibility of every employee to put the efforts to achieve the higher productivity and service standards.
- Respect of the core values, policies and procedures, manuals to achieve the goals of the organization.
- Proper and maximum utilization of manpower and resources to ensure the Company's growth.
- Employee will provide the best solution to the customer's enquires or grievances.
- Team Work and Excellence in work is working culture of the organization

Section 3: Recruitment

The company policy on recruitment strives for equal opportunity to all irrespective of any distinction of gender, sexual orientation, caste or any disable applicants. All appointments will be done by the approval of the Board of Directors or Director cum Chief Administrative Officer.

Recruitment strategy of PCTEGIS is strictly based on three points:-

Talent Acquisition

Talent Management

Talent Development

Talent Acquisition:

GROWTH

G: GREAT,

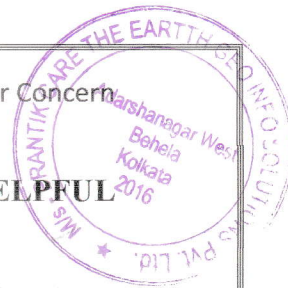
R:Reward,

O: Opportunity,

W:Work,

T: Team

H: Helpful



GREAT REWARD AND OPPORTUNITY OF WORK WITH TEAM AND HELPFUL ATMOSPHERE

This policy covers the vacant position on PAN India basis across the functions, department, level, grade and hierarchy. The following steps are to be followed to hire the candidate

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- a) The proper details will be given to the HR Department related to the candidate job description, age, gender, salary package, no of subordinates, qualifications and experience.
- b) The above details will be approved the Director/Managing Director and forward the details to the HR Department for the further step.
- c) HR Department will initiate the process of recruitment and hire the candidate from various sources like Employment Sites, Internal Job Posting, Referral Candidate Scheme, Campus Recruitment and Placement Agencies.

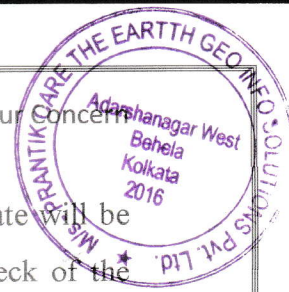
Process of Recruitment: Candidate will be searched based upon the project assigned to the concerned department. The Department Head will send the email to the HR Department for the proper resources.

Academic Qualification: Minimum qualification will be considered to fulfill the need of job responsibilities as per the vacant positions.

- Short Listing: The candidate will be short listed on the basis of criteria mentioned in the job description. If required the Management can also considered the fresher's candidate.

Fresher's Candidate short listing will be done on marks obtained in the graduation or post graduation.

- Short-listed candidate will receive the email from the HR Department regarding the Company Profile, Interview Venue, Date, Time and other details (if required)
- After short-listing, the Interview Recruitment Cell will take the interview of the candidate and the evaluation will be done. Interview Recruitment Cell will include the four members i.e. Technical Interviewer/Chief Financial Officer/Director/HR Representative.
- After review and screening, the candidate will be finalized and transfer to the HR Department for Salary Negotiation.
- Approval from the Interview Recruitment Cell will be taken and the details to be submitted that the recruitment will be done in the lieu of Business Expansion or Replacement. Base upon the discussion, the candidate will be finalized and the Offer Letter will be issued.



- HR Department can initiate the process of “Reference Check” once the candidate will be finalized. On the discretion of the Interview Recruitment Cell, the reference check of the candidate will be waived off partially.

- After Issuance of the Offer Letter, the candidate has to provide the acceptance of the same and submit the resignation copy of the previous employment if any to the HR Department.

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- The documents given in the Offer Letter will be submitted to the HR Department on the Date of Joining mention in the letter. HR Representative will ensure that the all statutory forms will be filled by the employee. After submission of the above the HR Department will commence the process of the Induction and on-boarding process.

New Hire Travel Expenses

For the closure of the position, if the candidate will call from outside location. The Travel Expenses will be given as per the Travel Policy or Interview will be done through Video Conferencing in order to do away with such expenses.

New Hire Relocation Expenses

The intercity relocation expenses may be considered for critical positions at per the discretion of the Management.

Campus Recruitment

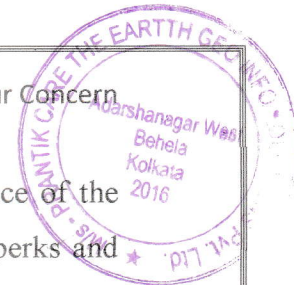
The above method plays very important role in the Recruitment Section. This will help to build the cadre of the students. The company can hire the students to give the right path and enhance their skills/abilities. The Company can hire the two ways recruitment section

- a) Internships Programme
- b) Campus Placement – On Roll Jobs

Internships Programme: The Company can hire the students from the Reputed Colleges depend upon the number of students required for the particular project. The stipend will be given to the student amount of Rs 7000/month to boost the morale. However during beginning of internship, the candidate will have to deposit an amount of 5000.00 INR as security Deposit with FAO of the organization, which will be refunded after completion of internship of 89 days. Provided no damage is being done to organizational properties.

The Department Heads will inform the HR Department in advance regarding the hiring of the students from colleges

Campus Placement – On Roll Jobs: While completing the education, the organization can hire the students as Management Trainee/Graduate Engineer Trainee/Junior Executives. The proper pay structure will be given to the students with the slab of Rs 250000 to 350000 per



annum in Senior level depending upon the educational qualification and experience of the candidate and 1, 44,000.00-2, 00,000.00 per annum in junior level combining all perks and allowances. The amount will be strictly based upon the Interview's Performance. And based upon the performance of the candidate after a year, the Management Trainee/Graduate Engineer Trainee/Junior Executives will be promoted on the "Executive" Grade.

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Induction:

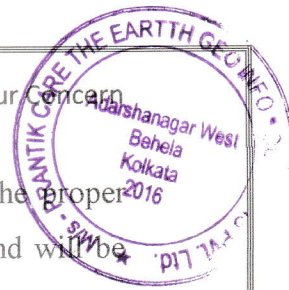
- a) Induction session of the organization comprises the information of the Organization Policy, Vision, Mission, Strategy and locations details.
- b) The HR Representative will give the proper induction training to the candidate and assign the HR Buddy for the candidate for 3 months only.
- c) The HR Representative will provide the Induction Kit, Stationary Kit, HR Manual and Brouchers & Pamphlets.
- d) First Day Lunch of the candidate will be organized by the Organisation.

Section 4: Training & Development

- a) PCTEGIS is the career and long term orientation and commitment to guide and develop the employees through the job training. To identify the training needs, the HR Representative have to identify at three levels:

Individual Level, Department Level & Organisational Level.

- b) Training Needs will be identified at the end of the Financial Year, during the Performance Appraisal.
- c) While evaluating the Performance Appraisal, Department Head will mention the details of the training on Individual Level/Department Level or Organisation Level.
- d) While Identify the training for the employee, the Department Head will have to check the number of the employee attend that particular training during the year and based upon that the plan will be prepared.
- e) Proper Form or the formal email with the approval of the Director/Managing Director will be given to the HR Representative.
- f) HR Representative will coordinate and arrange the training session for the candidates. The responsibility of the HR Representative to ensure that at least 4 people will be engaged in the particular training.
- g) With the consultation of the management, HR Representative can amend the training session based upon the availability of the faculty and the participant.



h) In addition, the candidate who will participate in the paid training session, the proper training bond will be signed by the employee and the duration of the training bond will be decided by the Management.

Training Feedback

- a) After the training session, the employee has to submit the evaluator's feedback to the organization.
- b) The Department Head will evaluate the employee after the particular training session on quarterly basis and submit the report to the HR Department.
- c) After the particular session, if the employee becomes the high-potential and benefit to the organization, then the additional incentive will be given.

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Section 5: Probation and Confirmation

Probation :

- a) The probation period is the two way street for an employee, where the employee assess whether the role is suitable for them and the company is one they want to work for.

PCTEGIS Corporate HR Policies

- b) The main purpose of the probation period is to bring an effective employee on board and thorough monitoring and performance management process.
- c) It covers all the on roll new entrants in the organization and the candidate will be on probation of six months

Process of Confirmation

- a) Appointment Letter given at the time of joining shows the clause of Probation Period. Every Employee has to complete the Probation Period on the basis of the following parameters. Job Knowledge, Quality of Work, Initiative and Creativity, Punctuality, Interpersonal Skills
- b) On the beginning of the six month, the email will given to the Departmental Heads for the assessment of the new entrants on the above parameters.
- c) The Department Head will assess the performance and submit the review of the employee to the HR Department.
- d) Employee has to earn the minimum category of "Average" and maximum category of "Excellent" for the confirmation.
- e) Depend upon the performance of the probationers and discretion of the management, the probationer's compensation, grade, designation can be reviewed for motivation and better productivity.



f) If the category earn was below "Average" then the extension for the probation of minimum of 1 month and maximum of 3 months will be issued.

g) The employee has to submit the acknowledgement copy of the probation for the record purpose.

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Section 6: Attendance & Leave Management

a) Employees are required to register their attendance electronically while reporting to work and before leaving the office through Attendance Biometric installed in the office premises, if not done then the attendance for the particular day will be considered as "Absent" and the deduction of pay and the leave will be done.

b) Working Days : Monday to Saturday (Except Third Saturday)

c) For the betterment and work life balance, the organization had introduced the flexi-timing option. The details are as follows:

i. 9 : 00 AM to 5 :30 PM

ii. 10 : 00 AM to 6 : 30 PM

d) On the note of the above, 15 minutes will be considered as "Grace Period", and beyond 15 minutes the leave will be deducted. The chronology for deduction of leave will be as follows:

a. 3 consecutive Days delay of 15 Minutes: $\frac{1}{4}$ Leave deductions is to be done

b. 3 consecutive Days delay of 30 Minutes: $\frac{1}{2}$ leave deduction will be done

c. 3 consecutive Days delay of more than 30 mins-45 min or more- 1 full day leave (C.L.) will be deducted.

e) Based upon the extreme emergency like death of any family member or new birth or checking of Doctor, etc, the employees are allowed to come late till 11:30 AM for two occasions in a month and if required then leave the office by 5:30 PM (However one time opportunity can be accessed not both the cases) this will strictly based upon the consent of the Finance cum Administrative Officer of the Office. However for reaching home early such concessions cannot be availed.

Beyond the above mention timings, the half day leave will be considered.

g) Employees who are on "Official Duty" (OD) or "On Tour" (OT) are requested to take the written approval in advance from their Reporting Officer and FAO and submit the same to the HR Department for record and attendance purpose.

h) Employee will be eligible for 1 CL in a month and the same can be avail after the completion of month. The leave given to the employee will be strictly based on the Date of Joining (i.e. Pro-Rata Basis). Employee who joins on the following dates will be eligible for the leave.



1st to 7th of every month:	1
8th to 14th of every month:	0.75
15th to 21st of every month:	0.5
22nd to 31st of every month:	0.25

The Casual Leave given to the employee will be counted on Financial Year (i.e. April to March) and the balance as on March will be credited to the next financial year of employee leave balance account. The leave will not be En-cashed.

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j) Employee will inform in advance of 3 days before taking the leave and also specify the reason of the leave. Absence from office without information will be treated as “Absent” and same will attract the salary deduction.

k) On extreme emergency, the employee will inform the leave to the Reporting Officer or HR Department via phone/message or email.

Marketing Department (Business Development) and Department of Maati (Survey Engineering) will submit the “Daily Time Report” (DTR)/ Detailed Progress Report (DPR) to their Reporting Officers and based upon their DTR/DPR the attendance will be marked. Reporting Officers will inform to the HR Department regarding the attendance of their respective team members/subordinate.

m) Employee who will take the leave on Saturday and Monday, then the Sunday of that particular week will also be included, except the case of casual Leave as per WBSR Leave Rule

n) It is clear state that company follows the rule “NO WORK NO PAY” and unauthorized absent will be treated as “LOSS OF PAY”.

o) It should be clearly understood that the responsibility of completion the attendance lies under the account of “EMPLOYEE” only.

p) Maternity and Paternity Leave for the employee will be applicable as per the Maternity Act 1961.

q) If the employee will take the continuous leave after festival then the festival will be considered as a Leave.

r) Sunday will be treated as a leave, if the employee will take a leave on Saturday and Monday

Section 7: Compensatory Leave:

a) Employee who will work on Sunday's/Public Holiday will be eligible for the Compensatory Leave.

Every Employee will take the approval or provide the information to their Reporting Officer



and HR Department regarding the working of the days above.

b) Employee who will on Sunday's/Public Holiday, the lunch of Rs 100/- will be given to the employee. The same will be arranged by the Administration Department or by the employee and after that he/she can take the reimbursement for the same.

c) To avail the Compensatory Leave, the employee has to complete minimum 6 hours of work.

d) Before avail the Compensatory Leave, the employee has to inform in advance of 3 days, except in cases of emergency.

e) Compensatory Leave will not be taken in the long period leave. For Example if the employee will take the leave on Saturday as "Compensatory Leave" and also take the leave on Monday as Leave, then the Compensatory Leave will not be considered.

f) Compensatory Leave will be avail within the month and the same will not be credited and lapsed after the month. For Example: If the employee will work on 26th Aug, then the employee can avail the compensatory leave till 25th Sept, not beyond than that, which will be finalized by a Board of Director cum CAO and FAO.

Section 8: Office Security

a) All Employees who are issued keys to the office are responsible for their safe keeping.

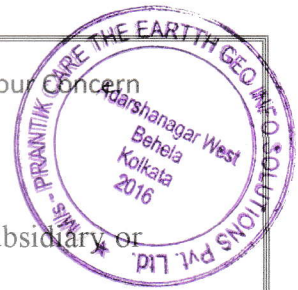
b) The last employee worked at the end of the business working hours or designated employee will be responsible for the office security like all doors are securely locked, all appliances and lights are turned off with exception of the light normally left on for security purposes.

c) Each Employee is expected to obey the rules and regulations abide by the Management related to the security purpose.

d) All Employees are responsible for their own personal belonging and properties left in office. The Company assumes no liabilities for any loss or damage to personal belonging and property.

e) The office space, equipment, material and other properties shall be used only for Prantik Care The Earth Geo Info Solutions Pvt Ltd (PCTEGIS). Employee who uses the company property like : Laptop, Mobile Phones, Camera, Projectors and other material are responsible for the sake keeping of these equipment.

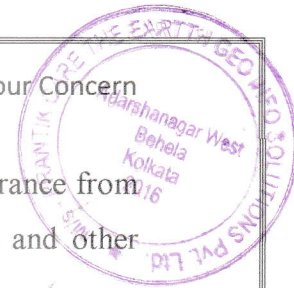
f) To make the safety and security of the employees of PCTEGIS, only authorize vendors are allowed to visit to the workplace. All vendors are authorized to enter through the main lift area and wait at the main reception area (if required). The proper visitor ID card will be given to the visitors before entering to the office.

**Section 9: Transfer Provision**

- a) The company has to right to transfer you with immediate effect either in the subsidiary or associate of PCTEGIS or any location.
- b) In case of transfer of location, the employee is eligible to take the leave of 2 days as "Special Leave" by said leave; the employee can make the arrangement of shifting and resettlement.
- c) The employee will facilitate by the company by providing the "Relocation Grant" as the lump sum amount maximum of one month salary for the arrangement of shifting, school and other miscellaneous expenses for marked changes as like one incumbent shifted from Prantik Corporate office to Itanagar for at least a period of Five (05) Business Years.
- d) The "Relocation Grant" amount will be approved by a committee comprising of Director/Managing Director and Finance cum Administrative Officer.
- e) Relocation Grant will be given when the employee and his family will be transfer from one location to another. For Example: If the employee posted location is Delhi/NCR and based upon the project exigency the employee will transfer to Lucknow or any other place then the Relocation Grant will be applicable.
- f) The relocation grant will not be applicable when the employee will transfer from a minimum distance of 150 km's from the posted location.

Section 10: Notices Period

- a) On Probation, the employee can resigns from the services by giving 30 days of notice.
- b) On Confirmation, the employee can resign from the services by giving the notice of 60 days (i.e. two months).
- c) The employee has to fill the Exit Interview Form (Feedback Form) and Clearance Form (Charge Report) when resigned from the services. Exit Interview will directly submit to the HR Department either in the form of hard copy or soft copy. The HR Representative will take the Exit Interview and highlight the reason of resignation of the employee to the Management. Management decides and confirms if "retain" process will take place.
- d) Clearance Form means that the employee have to take the clearance from different department i.e. Accounts (for dues/advances), Information Technology (IT) (for deactivation of email id and submission of Laptop/Desktop), Administration (for submission of mobile sim, mobile phone, keys, stationary, Data Cards etc) and after that the form will be submitted to the HR Department for process of Full and Final Settlement.



e) In addition of the above, Marketing Executive/Representative will take the clearance from the market (i.e. Balance Confirmation from the parties, submission of Form C and other details).

f) After verbal discussion with the employee, Department Heads will accept or reject the Resignation Letter within 5 working days from the Date of Resignation.

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g) The full and final process will take around 30 days to complete. In case, if the employee had no dues with the organisation then the salary will be credited on the same month.

h) If any grievances remain unresolved, the employee can directly contact to HR Representative at hr.pctegis@gmail.com

Section 11: Grievances Redressal System

The objective of the Grievances Redressal procedure is to provide an easily accessible for settlement of the grievances in the organisation. Grievances can be defined as any communication that expresses dissatisfaction about an action or lack of action, about the standard of service.

a) Work Related Grievances.

Intra Department Grievances/issues, should be referred to and discussed with the Supervisor/Department Head. The Department Head will understand the whole scenario and provide the resolution to the department. A proper counseling will given by the Department Head to the Complainant.

b) Inter Department Grievances

These Grievances referred to and discussed with their Supervisor/Departmental Head who will interface with his counterpart in other department for a resolution.

Procedure:

a) A Person sends a written complaint to the Human Resources Representative (HR) within 3 working days of the receipt of the grievances.

b) The complainant shall take the acknowledgement from the Human Resources Department with the concerned person Name and Designation.

c) The complaint includes the detailed description of the incidence. The Human Resources Department will take the prompt action on the complaint.

d) The Human Resources Department will take the detail from the Reporting Officer and search for the relevant evidence of the said grievance.

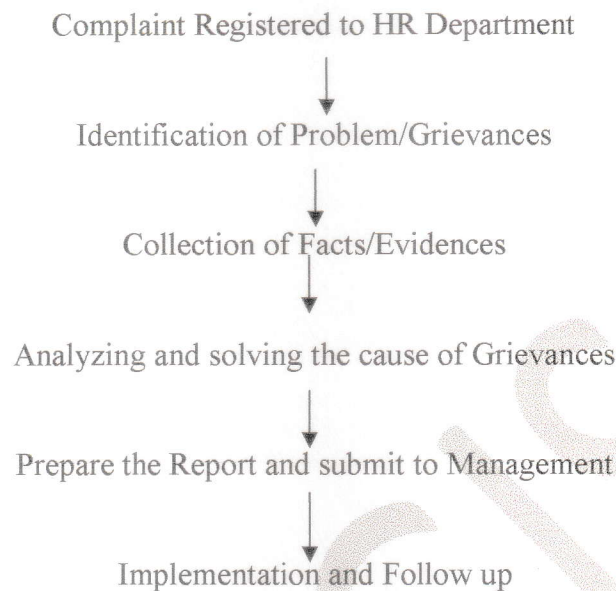
e) The Human Resources Representative will prepare the grievance report within 2 days of the submission of complaint and submit to the next escalation officer/cell.

f) If a satisfactory resolution is not obtained by the escalation officers, then the grievance will



forwarded to the Director/Managing Director.

PROCEDURE FOR GRIEVANCE REDRESSAL CELL



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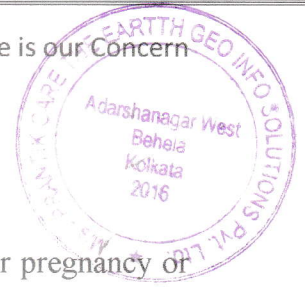
For the above, Employee Counselling plays an important role in the grievances and acts as a reliable method to verify a counselling session has been provided to an Employee by the professionals. The Counsellor for the employee is critical, as they will help develop more positive behaviour and outcomes from the employee.

Advantages of Employee Counselling

- a) Higher Staff Retention
- b) Reduce Absenteeism
- c) Increase the Morale and Confidence of an employee
- d) Encourages the employee to speak up regarding potential issues and increase accountability in work force.

Section 12: Welfare and Enhancement Program

- Birthday Celebration
- Marriage Anniversary
- Wedding Ceremony
- Employee Children Merit Reward
- Salary Advance
- Maternity Leave
- Paternity Leave
- Compensatory Leave
- Extraordinary Leave



- & Work from Home (during poor health, lock down etc)
- Management Trainee Hiring
- Flexi Working Schedule for Women (especially during menstruation or pregnancy or death or new birth in family)
- Meal and Conveyance Charges
- Cellular Phone for top ranking employees of the Office like (Director, FAO, CSO, ASO, HR etc)
- Yearly Health Check Up under "Sustho-PCTE" scheme
- Chokher Aalo
- Dughdoshree for Department of Maati (Survey Engineering)

Birthday Celebration:

The birthday of the employee will be celebrated by the company and the gift for the employee will be arranged by the employees through contribution and Finance Department sharing a part of the Expenditure.

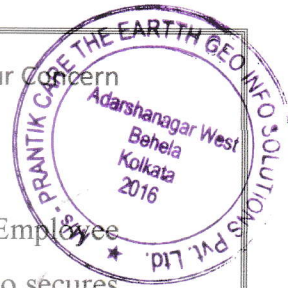
Marriage Anniversary

Marriage is the blissful loop of the sweet memories, and to make happiness with the partners, management had initiated with the couple movie tickets to the employees. Employee can take the reimbursement for the movie tickets, the amount of Rs 300/- will be given against the reimbursement.

Wedding Ceremony

A wedding is the ceremony where two people are united in marriage. Wedding traditions and customs vary greatly between cultures, ethnic groups, religions, countries and social class. In order to make them special and be a part of the organisation. On behalf of the Management and Colleagues, a minimum of gift cheque or gold worth Rs 5,000/- will be given to the newlyweds.

To make it operational, the employee has to submit his wedding card to the HR Department and then HR Representative will initiate the whole process. The amount will be paid, subject to the deduction of tax at source. However it is to be clearly remembered gifts from office will go all together not in individual. Anyone trying to present someone in person should clearly justify his/her cause and declare that he/she does not want to be part of the office team.



Employee Children Merit Award

Children are the future of India, and to boost and motivate them the Employee Children Merit Award will be introduced. This reward will be given to employee who secures the highest aggregate marks in School/Colleges. The details of the award is given below

Class V: Rs 1000/- will be given as a CASH REWARD, if the child will secured the marks above 85%.

Class VIII: Rs 2000/- will be given as a CASH REWARD, if the child will secured the marks above 80%

Class X: Rs 3000/- will be given as a CASH REWARD, if the child will secured the marks above 80%

Class XII: Rs 5000/- will be given as a CASH REWARD, if the child will secured the marks above 80%

The name of the secured child will be given on the website of Prantik Care The Earth Geo Info Solutions Pvt Ltd and also in the HR News Letter/ Yearly Magazine "Janala".

Salary Advance

An Employee can avail the salary advance after the approval from the Managing Director/Director and FAO. Salary advance will be given up to a maximum limit of two months of Gross Pay and the employee who had completed **the successfully period of 2 years in the organisation may be availed.**

The same will be recovered on the instalment of 3/6/9/12 months. The total amount will be divided into the 3/6/9/12 months. This advance will be free of interest and may be availed on urgency such as medical expenses, marriage, home loan or house maintenance.

Maternity and Paternity Leave

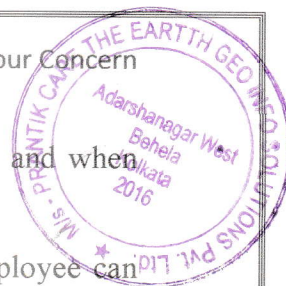
Maternity and Paternity Leave will be applicable based upon the "The Maternity Act 1961".

Compensatory Leave

Employee who work on Weekly off/Public Holiday due to some project or assignment emergency, can avail the Compensatory Leave. The compensatory leave will subject to the completion of 8 working hours will be considered as full day and 4 working hours will be considered as Half Day.

Extra Ordinary Leave and Work from Home

On the basis of Medical Ground (i.e. Any Accident, Fracture or any other problem). The employee can avail the 3 days leave and the same will be considered on Special Leave.



To avail the said leave the employee has to submit the photocopy of the report and when rejoined the Medical Fitness Certificate to be submitted to HR Department.

In case of emergency and after the approval of the Management, the employee can avail the service of work from home and this will be applicable only for a maximum of 28 days (in GIS, IT, CAD/CAM) and under Department of Maati they shall have to work with Department of Maa (General Administration) or CAD/CAM for a maximum of 14 days.

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Management Trainee on Campus Recruitment

The Organisation can hire the Fresher's in M.Sc/M.Tech/BBA/MBA/B.Tech/BA/CA/CS/PG Diploma or equivalent may be hired as "Management Trainee" or "Graduate Engineer Trainee" for a period of one year based upon the Campus Recruitments. They may be absorbed on an executive cadre subject to a successful completion of one year with the approval of Managing Director/Director.

Internship Programme: "You need experience to get experience". Internship is a period of time in an industry to gain the knowledge of the work culture. A practical work background carries a major significance when attempting to enter the job market.

College students can submit their application to the HR Department of the organisation regarding the Internships with their project details. After review of the respective department, the proper approval from the Management will be taken to process the Internship programme. The monetary benefit for the interns amounting Rs 7000/- will be considered as Stipend. However the intern will have to submit a caution money of 5000.00 INR with Finance Department during his/ her period of work in the office against any damage caused by him/ her if any.

After completion of the Internship programme, the intern has to submit the detailed project report and the proper review from the respective department will be taken. Based upon the review, the "Training Completion Certificate" will be issued.

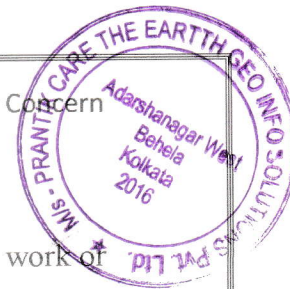
The intern has to submit the acknowledgement copy of the Training Completion Certificate to the HR Department for record purpose.

Flexi Working Schedule

Every employee in the company has an important role in ensuring the smooth and efficient flow of daily business activities. The purpose of attendance is to provide the clarity to all employees about the attendance criteria and to provide flexibility without compromising with the productivity of resources.

The employee will avail the flexible working hours:

9:30 AM to 6:00 PM



10:00 to 6:30 PM

Employee can avail the above services on daily basis and must be ensure that work of the project assigned will not be hamper and the productivity and profitability will be considered as our main source.

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Meal and Conveyance Charges

Meal Charges: When an employees are required to work late or work on holidays/weekends in order to complete the certain assignments on time, they would be reimbursed meal expenses amounting Rs 50/- each.

Conveyance Charges: When an employee are required to work late or work on holidays/weekends in order to complete the certain assignments on time, they would be reimbursed conveyance charges.

For Example: **On weekends/public holiday:** Employee can take the reimbursement of the conveyance charges from the residence to the office (i.e. Corporate Or Registered Office). Employee can hire the OLA or UBER services or rain fare and submit the bill to the Administration Department for process provided who do not stay at Company Staff Mess.

Section 13:Disciplinary Procedures

The Disciplinary Procedure will be used only when necessary and as LAST RESORT. Where possible, informal or formal counseling or other good management practice will resolve the matters prior to disciplinary action being taken.

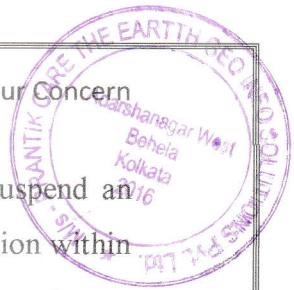
The procedures is intended to be positive rather than punitive but takes cognizance of the fact that sanctions may be applied in some circumstances. The new entrants will discussed any part of the policy with their Reporting Officers. They can help clarify an employee rights as well as give guidance and support where it may be needed.

The part of the Disciplinary Procedures will be distributed into following categories.

- a) Suspension
- b) Counseling
- c) Warning
- d) Termination

Suspension

Suspension is not disciplinary action, it is the cooling down period for employer or employee. The purpose of suspension is manifold and can be used when it is necessary to remove an employee from the workplace pending an investigation.



Above Hierarchy Level from the concerned position will have an authority to suspend an individual. An employee suspended from duty will receive the written communication within three days from the final meeting with the concern team.

- a) Reason of Suspension
- b) Date and Time from which the suspension will operate
- c) Timescale of On-Going Investigation

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The employee had a right to appeal to the immediate manager regarding the suspension reason and also specify the relevant facts and figures if required.

The suspension will be maximum done for 7 days and the “double” pay will be deducted for the suspension period. For Example: If the employee will suspend on 4 days, then the 8 days salary will be deducted.

After the mutual understanding of the employee and employer, the employee will resume the duty and the apology letter will be given to the employer or any detail based upon the approval of the Managing Director/Director.

If the suspension of the employee will be done two times in a year, then on the third time it will be considered as “Termination” from the organisation.

Counselling

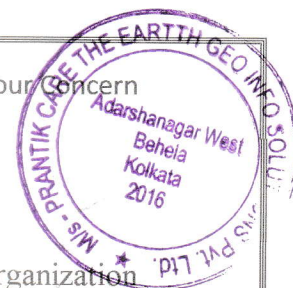
Counseling is an attempt to correct a situation and prevent it from getting worse without having to use the disciplinary procedure and where improvement is required.

While counseling it become clear that the matter is more serious, then the discussion will be adjourned and pursued under the formal disciplinary procedure.

Warning Letter

Warning Letter is the elaborate document containing text about the breach of HR Policy, detail of misconduct and consequences. Warning Letter will be issued on Verbal basis or written basis. Below the reason mention the warning letter will be issued.

- a) Attendance and Punctuality
- b) Smoking within unauthorized areas
- c) Unreasonable standards of dress or personal hygiene.
- d) Absence from Work
- e) Poor Performance
- f) Insubordination
- g) Refusal to Work Overtime
- h) Failure to Comply with Company Policy
- i) Misuse of Email or Telephone



j) Improper Conduct

Termination

Termination of Employment is the inevitable part of the activity in the organization and this is the process will be done after the Warning Letter.

Based upon the above reasons for the termination, first the warning letter and the proper one month notice is to be given to the employee and if required then based upon the re-evaluation from the superiors of the Department, the employee shall be revoke from the organization or else the termination process will take place.

When employee is terminated, then no experience and reliving letter will be issue to employee, only clearance and exit form will be considered.

Section 14: Grade Structure

Grading consist of the sequence or hierarchy and bands. It helps to exist to make communications about the level of work and easier to understand for employer and employee. All employees of the Companies will be categorized as under:

Type of Positions	Grade	Grade Code
Director, Chief Scientific Officer/Principal Scientist, Finance cum Administrative Officer, Human Resource Manager	Grade A	GC-A
Additional Scientific Officers, Protem CSO, Senior Scientific Officers, Urban Planner/Architects, Manager's	Grade- B	GC -B
Junior Scientific Officers, Office Assistant, Accountant, Jr HR Manager	Grade -C	GC-C
Junior Research Fellow, Junior Field Assistant, Senior Research Fellow, Senior Field Assistants	Grade- D	GC-D
Office Peon, Cook Man/ woman,	Grade- E	GC-E
Mess Helper and other In house Staffs	Contingency Manual	Contingent

Section 15: Pay Structure

Monthly Salary Details Consists of following Salary Heads :

- Basic Salary
- House Rent Allowance
- City Compensatory Allowance (If any)
- Fooding Allowance
- Local Conveyance for Marketing Staff



All Details of the above will be depend upon Hierarchy and Grading of the Employee and the same will be given as Annexure – A in the Appointment Letter.

Retrial Benefit

- a) Provident Fund (PF)
- b) Employee State Insurance Corporation (ESIC)
- c) Gratuity Scheme

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All Details of the above will be paid by the Employer and Employee as per the Government Rules & Regulations. The details of the Provident Fund and ESIC are given in the Appointment Letter.

Gratuity: All Employees are currently eligible for employee who will complete the continuous service of 15 years in the organization and the benefits will be given as per the Payment of Gratuity Act, 1972.

SECTION 16: PENSION SCHEME “MANYOTA” : Any employee who shall devote a minimum of 25 Years of service with the organization and a maximum of 32 years with the age of super annotation on 65, whichever is earlier will enjoy pension from M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd in a pay band or scale of 30% of the last salary drawn by him/ her in his respective position as a part of Social Security Scheme of the Organization “MANYOTA”.

In this regards the first deliberate attempt that will be taken by the Company is in form of fixed deposit to be submitted in BANK OF BARODA, KANKALITOLA BRANCH on 04.08.2025 as the formative year initially for first five years (which will remain untouched in any circumstances) and later on to be extended accordingly and which will be directly used to serve the pension perspective of the Company.

Section 17 : Cell Phones

Mobile Phones : Managers and above are eligible for the mobile phones and if below hierarchy level requires the mobile phone than the approval will be taken from the Competent Authority.

Under this policy, Managers and above are permitted to exercise his choice and select the type of instrument he/she so desires, subject to the monetary limit assigned hereunder for such purchase. In case of Instrument choice below Manager will be taken by Administration Department. However this scheme is only when it is utmost necessity. Efforts should be taken to solve down the case keeping in mind Company financial Health by providing SIM Cards or as found applicable.

Grades	Monetary Cap- hand set Cost (as on 2025)
Managing Directors/ Directors	Within Rs 20,000.00
CSO/ FAO	Within 15,000.00
ASO/Manager	Within 10,000.00
SSO	Within 8,000.00

The above amounts of the respective grades are inclusive of the Hand Free/Screen Guard/Covers or any other mobile accessories.

b) In case of loss of Cell Phone, the depreciated value of the cell phone shall be debited to the employee.

c) In case of Travel Abroad, International Roaming/ISD facilities will be applicable to Zonal Sales Manager and above and for any other grades the Competent Authority Approval will be required.

d) All Employees are eligible for the official Sim. The Reporting Manager will send the email to the Administration Department for the Sim card. The Employee will collect the official sim within three working days after the email received from the Reporting Manager.

Section 18: Performance Incentive

The organization main motive for the Performance Incentive Policy is to achieve the outcomes and also to increase the work productivity. This policy goal is to encourage their employee to adopt healthier behavior through company engagement program.

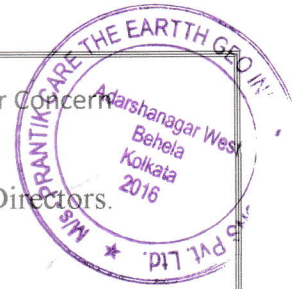
The performance is divided into three categories

- a) Financial Incentives
- b) Recognition based Incentives
- c) Specialty Awards

Financial Incentives: In this incentive plan, Employees are eligible for this plan as this will be the target oriented plan. Based upon the project cost, spectrum of works and performance of the Employee, the different monetary target will be given and evaluation of the target/performance will be done in Half Yearly and the disbursement amount will be approved by the FAO/Managing Director.

The Ratio of the Disbursement will be 80%, 90%, 100%. If the employee will be achieve their target on or above 100% ratio, and then the special trip with their team/Recognition Letter/Trophy will be given by the National Sales Manager for motivation.

Recognition based Incentives: In this incentive plan, Support Function employees will be eligible for this plan and this plan will be closely observed by the FAO/Managing Director.



This will be evaluated on yearly basis and the award will be awarded by Managing Directors.

The award can be monetary or non-monetary basis.

Specialty Awards: Every Employee is eligible for the Specialty Awards. This will be also evaluated on yearly basis and the employee will be awarded by the Managing Director. This will also be monetary or non-monetary basis.

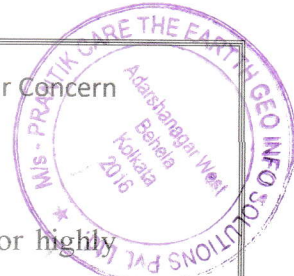
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Section 19 : Travel Rules

Domestic Travel :

Travel Approval Authority:

- a. FAO/Director/CAO are eligible to approve the Travel of all the Employees whether it will be Airways/Roadways/Railways.
- b) Within the 50 kms employees are eligible to cover with their own vehicle/Train. Own Vehicle reimbursement will be calculated as per local available rate fixed and verified by FAO/ Director. The reimbursement will be done on the basis of the posted location. Any employee having any issue related to the reimbursement can appeal however to accept or reject with that will strictly depend on FAO and Director.
- c) In case of non-availability of the ticket/higher rate of ticket, the Administration Department will make the comparison between the Air Ticket/Train Ticket and opt the ticket whichever is cheaper.
- d) For Outside Local Conveyance, the employee will opt for the public transport (Bus/Auto/Metro's) or any private cab for the long route (OLA/UBER).
- e) Lunch Charges will be Rs 80 to Rs 200 based upon the hierarchy level. Expenses of Business Promotion will be reimbursed as actual. All the bills of Business Promotion will be approved by the FAO/Director of their respective location.
- f) **Hotels:** All hotels will be booked by the Administration Department or in case of emergency the employee will make the self-booking and the reimbursement will be given.
- g) The categories of the Hotel are divided into A+ City, A City, B City and C City. The description of the hotel booking will be given in the Travel Policy.
- h) Employee with the same gender is travelling for one location and then the twin sharing room will be booked.
- i) If the hotel is in the outskirts of the location, then the employee have to inform to the Administration Department and the amount of the room, then the special approval will be taken by the employee.
- j) All the reimbursement will be submitted by the Employee within three working days from the travel closed



Section 20: Consultant Engagement Policy

This policy will be applicable when the organization is hiring the fresher or highly educated candidate for some specific period of time. The nature of work for this organization will be into consulting/ strategizing/ facilitating / advising/planning for a specific domain.

Regular Consultant :Regular Consultant are hired for some specific project/period of work. This candidate can be fresher or experienced.

Irregular Consultant :Irregular Consultant are hired for some specific project/Period of work. These candidate are experienced and time after the age of superannuation.

These consultants have to submit the invoice at end of the month and they are not entitled for the Provident Fund, ESIC and other statutory benefits.

All other benefits of the company will depend upon the grades and hierarchy of the consultant. The same will be approved by the Managing Director at the time of joining of the consultant.

Section : 21 Review and Amendment

Management shall review this policy periodically and amendments required, if any shall be made accordingly.

Section : 22 Residual Power

This policy is basically guidelines and the management reserves the right to withdraw / modify to suit organization's philosophy at any time without assigning any reason whatsoever

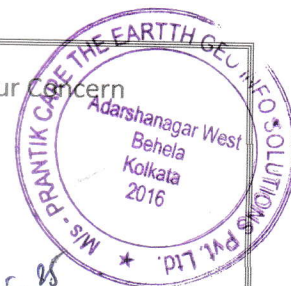
EFFECTIVE

Commencement of the Policy	05th. April, 2025
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Approved by

(Shri Amal Krishna Chakrabortti),
Director cum Chief Administrative Officer
M/s- Prantik Care The Earth Geo Info Solutions.

Pcte Pvt Ltd
Prantik, Director
Pcte Geo-info solutions Pvt. Ltd.
Prantik, Shantiniketan, Birbhum
West Bengal, India



Motion Supported by

[Signature]
03.05.25

(Miss Mumtak Lego)
FAO, PCTEGIS

[Signature]
03.05.25

(Dr. P.B.Hazra)

C.S.O.; PCTEGIS ASO (Admin/ HQ/ CAD/ Bus. Dev)

[Signature]
03.05.25

(Er. B Ghosh)

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[Signature]
25.04.25

(Shri Tanay Pandit)
ASO (Geology/Mining)

[Signature] 03.05.25

(Shri Monotosh Saha)

Senior Scientific Officer (cadastral)

[Signature] 23.05.2025

(Shri Golam Rosul)
SSO (CAD/CAM)

[Signature]
3/05/2025

(Shri Subhankar Adak)
Senior Scientific Officer (Urban Studies)

[Signature]
03/05/25

(Shri Siddheswar Pandit)
Senior Scientific Officer (GIS)

[Signature]
03.5.25

(Shri Koushik Mondal)

As Representative of Office Employees- Entire Team