

	My Home Constructions Pvt. Ltd.	Date: 1st Oct, 2018
	Marriage Gift Policy	Rev. Version 1

1. OBJECTIVE:

- 1.1 To create and develop an environment of organization belongingness and Institutional membership and to greet employees on their Marriage and marriage of employees children

2. ELIGIBILITY & APPLICABILITY:

- 2.1 All regular employees of the Organization.

3. PROCESS OWNER (S):

- 3.1 HR Head at HO & Respective Location/Site HR

4. POLICY & PROCEDURE:

- 4.1 A Cheque of Rs.5000/- is given to an employee getting married/ Employees Son/ Daughter's marriage.
- 4.2 HR department will coordinate with the Accounts department to arrange for the Gift Cheque.
- 4.3 HR representative along with concerned HOD will present the gift Cheque to the employee preferably on the day of marriage.
- 4.4 In the absence of HOD, Head -HR or HR Representative will present the same to the concerned employee.

Prepared & Recommended By:  General Manager(HR&ADMIN)	Head Office 8 th Floor, Block-3, My Home HUB, Madhapur, Hyderabad-500081.	Approved By:  Managing Director
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