



MHCPL

Doc. No. MHCPL-FP-HRA

Rev. No. 02

HRA FUNCTIONAL PROCEDURES

Date: 15.04.2025

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MY HOME CONSTRUCTIONS (P) Ltd.

Block -1, 1st floor, My Home Hub,
Madhapur, Hyderabad - 500 081.

HRA FUNCTIONAL PROCEDURE

| Document No: MHCPL-FP-HRA | | Rev-02, Revision Date: 15-04-2025 | |
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1. Revision history

| Date | Rev No | Reason for Change | Prepared | Approved |
|-------------|---------------|---|-----------------|-----------------|
| 01.07.2019 | 00 | Initial release of Functional Procedure in accordance with ISO 9001.2015, ISO 14001:2015 & ISO 45001:2018 | AM- HR | HOD - HRA |
| 23.07.2024 | 01 | For updating the process and the formats | Executive | HOD - HRA |
| 15.04.2025 | 02 | For updating the process and the formats | Executive | HOD -HRA |
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**MHCPL**Doc. No. **MHCPL-FP-HRA**Rev. No. **02****HRA FUNCTIONAL PROCEDURES**Date: **15.04.2025**Page No: **4 of 14****2. List of Functional Procedures/Polices**

| Sl. No | Name of the procedure | Documents No | Rev NO | Effective date |
|---------------|--|---------------------|---------------|---|
| 1 | Recruitment & Selection | MHCPL-HR-SOP-01 | 01 | 28 th Jan, 2019 |
| 2 | Leave Management | MHCPL-HR-SOP-02 | 02 | 17 th Aug, 2018 |
| 3 | Medical Health Check-up | MHCPL-IIR-SOP-03 | 01 | 01 st Jan, 2019 |
| 4 | Mobile Phone | MHCPL-HR-SOP-04 | 03 | 01 st Dec, 2019 |
| 5 | Marriage Gift | MIICPL-HR-SOP-05 | 01 | 01 st Oct, 2018 |
| 6 | JRL | MHCPL-HR-SOP-06 | 01 | 16 th Oct, 2019 |
| 7 | GET | MHCPL-HR-SOP-07 | 01 | 06 th May, 2018 |
| 8 | PGET | MHCPL-HR-SOP-08 | 01 | 01 st May, 2019 |
| 9 | LTA | MIICPL-HR-SOP-09 | 01 | 01 st Nov, 2018 |
| 10 | Lunch Facility | MHCPL-HR-SOP-10 | 01 | 18 th July, 2018 |
| 11 | POSH | MHCPL-HR-SOP-11 | 02 | 20 th Sep, 2018 |
| 12 | Diversity, Equity & Inclusion | MHCPL-HR-SOP-12 | 00 | 01 st Nov, 2023 |
| 13 | Employee Remuneration Policy | MHCPL-HR-SOP-13 | 00 | 01 st Nov, 2023 |
| 14 | Human Rights Policy | MHCPL-HR-SOP-14 | 00 | 01 st Nov, 2023 |
| 15 | Travel Policy - Domestic & International | MHCPL-HR-SOP-15 | 01 | 16 th Oct, 2019 18 th July, 2023 |
| 16 | Notice Period Policy | MHCPL-HR-SOP-16 | 01 | 20 th June, 2024 |
| 17 | Local conveyance policy | MHCPL-HR-SOP-18 | 01 | 22 nd March, 2025 |
| 18 | Retirement Policy | MHCPL-HR-SOP-19 | 01 | 22 nd March, 2025 |
| 19 | Consultant Policy | MHCPL-HR-SOP-20 | 01 | 22 nd March, 2025 |

**1. Purpose:**

The purpose of this document is to define the HR Department Services in the following areas – Manpower planning, Recruitment, Provision of resources, Work environment, Job descriptions, Motivation and Goals setting, Competency evaluation, imparting training and evaluation of effectiveness.

2. Scope:

This process is applicable to all the activities involved in the HR and Admin Functions.

3. Responsibilities:

Primary : Head Of The Department (HR)
Secondary : Associate General Manager (HR)

4. Activities

- Sourcing
- Recruitment
- Hiring/ Selection
- Pre Joining & Offer Letter process
- Induction
- Onboarding
- Appointment Letter
- Provision of Resources
- Competency Evaluation
- Training & Development
- Performance Appraisal
- Compensation & Benefits
- Office Administration
- Employee Welfare

4.1 Recruitment

The Recruitment revolves around getting the right person at right place in right time and right numbers by cutting down the entire supply chain in the recruitment process.

The HR department is responsible for the Recruitment of MHCPL

Please note that any employee to join our organization may take a minimum of 30 days and a maximum of 60 to 90 days depending on the position and cadre of the employee.

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4.2 Sourcing

Recruitment is initiated under the following circumstances:

a. New Project Announcement

- Recruitment is carried out to meet the staffing requirements for newly launched projects.

b. Replacement

- Recruitment is undertaken to fill positions that have become vacant due to resignation, termination, transfer or other forms of employee separation.

c. Additional Manpower Requirement

- When there is a need for staff beyond the approved manpower as per the Staff Schedule, additional recruitment is initiated upon receiving necessary approvals.

- The following methods are implemented

- a) Employee reference
- b) Internal Job Postings
- c) Demobilization
- d) Advertisements
- e) Manpower Consultants
- f) Job Boards – Naukri
- g) Existing Database
- h) Job fairs
- i) Head Hunting
- j) Campus recruitments

4.2.1 Online Manpower Requisition Process

- The concerned department must submit an online **Manpower Requisition Form (MRF)** via the PHP Platform including all vacancy details.
- The Online MRF must be duly signed and approved by:
 - Head of the Department
 - Functional Head
 - Project Head
 - Director
 - Managing Director / Executive Vice Chairman (EVC) / Whole time Director.
- Upon receiving the approved online MRF, the **HR Department** will process the request and share suitable candidate profiles with the concerned department.



4.3 Hiring / Selection Process

- HR schedules interviews for shortlisted profiles with concerned department heads and HR representatives.
- Academic Criteria for Freshers:** Minimum 60% throughout academics from school onwards.
- Assessment Tests:** Administered by HR/concerned department based on role. Minimum qualifying score is 50% (exceptional cases to be reviewed).
- Candidates shortlisted from the assessments are invited for the **Final Interview**.
- Interview Scheduling:**
 - General Positions:** Panel to be informed 24 hours in advance.
 - Senior-Level Positions:** Notification at least 2 working days in advance.
- If a panel is unavailable, they must **arrange alternatives** and notify HR.
- If a candidate cannot attend, the **HR team** must coordinate and reschedule with both panel and candidate.
- The **Final Interview Panel** has the authority to select or reject the candidate.
- Travel Reimbursement:**
 - AGM & Above:** Economy Airfare
 - Managerial (Outstation):** 2nd AC Train / Economy Class Airfare (shortest route).
 - Non-Managerial (Outstation):** 2nd or 3rd AC Train (shortest route).
 - Local Candidates:** No conveyance reimbursement.

4.4 Pre-Joining & Offer Letter Process

- HR collects required documents and negotiates the salary.
- Approval note to be signed by:
 - HR Head
 - Director
 - EVC/ Managing Director (final approval)
- Post approval, **Offer Letter** is issued.
- Candidate must submit the following documents upon joining:
 1. School Leaving Certificate
 2. Educational Certificates
 3. Medical Report with Blood Group
 4. Relieving Letter / Acceptance of Resignation
 5. Salary Slips / Experience Certificate
 6. Four Passport Size Colour Photos
 7. Identity Proof (Voter ID / Passport / DL)
 8. Two References
 9. Form 16 (if applicable)
 10. PAN Card
 11. Aadhaar Card
 12. Bond (if applicable)

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4.5 Appointment & Joining Formalities

HR will coordinate and facilitate joining formalities on the Date of Joining (DOJ).

Documents Provided by HR:

- **Statutory compliance**
 - a. PF forms (Nomination forms, Form 11)
 - b. ESIC
 - c. Gratuity(Form F)
 - d. Group Medical Coverage (GMC)
- **Non Statutory:**
 - a. Joining Check list
 - b. Joining Letter
 - c. Bank Account Opening Assistance
 - d. Code of Conduct
 - e. Data Protection & Privacy Policy

4.6 Induction & Onboarding

- All new recruits must attend the **Standard Induction Program**.
- Scheduled in the **first 3 weeks of every month, on Wednesdays**.
- Conducted by HR Head / Senior HR Manager/L& D Head
- HR will also introduce the new joiners to departmental heads.
- Onboarding includes facilitating access to necessary systems, tools, and resources, as well as assigning a mentor or buddy to support new recruits in their initial weeks.

4.7 Provision of Resources

- All employees are issued ID cards. Certain roles are eligible for corporate SIM cards, mobile internet, and official email IDs based on job requirements, exclusively for official use. HR/Admin will maintain usage records for these resources.
- Usage limits for SIM cards and mobile internet vary per employee grade (JRLs).
- Any misuse or overuse of these resources will result in salary deduction.
- Upon resignation, all issued assets, including ID cards, SIM cards, and access to official email IDs, must be returned, and a No Dues Certificate must be obtained from HR/Admin. Loss or damage to these assets will result in recovery from the final settlement.

4.8 Competency Evaluation

- Process owners define required competencies for all positions.
- HR, with support from the process owners, performs a **skill gap analysis** between existing and required competencies.
- Output from this analysis is used to prepare the **Annual Training Calendar**.



4.9 Training & Development

The organization places a strong emphasis on preparing employees for their current roles while also equipping them for future responsibilities. This is achieved through a systematic process of identifying training needs, consolidating inputs, and developing an **Annual Training Plan**. The process is driven by inputs from various sources, ensuring that training aligns with organizational goals, individual performance, and emerging business needs.

The key components of the Training & Development process are:

- **Identification of training needs** through role-based analysis, performance appraisals, and feedback from Heads of Departments (HODs) or Process Owners.
- **Consolidation** of these inputs by the HR department to create a comprehensive training plan.
- A focus on both **current competency gaps** and **future skill requirements** to support organizational growth and adaptability.

| Inputs/ Source | Modality | Output | Responsibility for identification | Processing & facilitation | Periodicity |
|------------------------------------|--|--|---|---|--|
| Competency Gaps | Comparison of expected skills for a role vs. actual skills of the employee assigned to the role. | Role-wise Competency Tracking Document | Department Heads | Collated and forwarded to HR | Whenever there is a change of role or person for the role. |
| Appraisal Forms | Employees and appraisers identify training needs during the performance appraisal process. | Appraisal Form | Appraisers/ Department Heads | Collated and consolidated by HR Dept. | Yearly |
| Technology Change Management | Identification of skills required for futuristic or new technology adoption, driven by the organization's business plan. | Business Plan | Project Managers (Technical/Marketing) | Collected, collated & Consolidated by HR | As and when change is foreseen |
| New order Initiation | Assessment of skills required to execute new projects or initiatives. | Skill/Competency Identification Document | Project Managers | Forwarded to HR Dept. Collated and forwarded to HR | As and when new initiatives are created |



4.9.1 Identification of Training & Development Methodologies

The selection of training methodologies is based on the program's objectives, coverage, and the number of participants. The following methodologies are adopted to address competency needs:

| TYPE OF TRAINING & DEVELOPMENT METHODOLOGIES | NATURE OF TRAINING | MODE | PART OF TRAINING CALENDAR |
|---|--------------------|-----------------------|---------------------------|
| Class Room (Identified as "Training Program") | Formal | External/ Internal | Yes |
| Public training program/ workshops/seminars | Formal | External | No |
| On the Job / Knowledge sharing | Informal | Internal | No |
| Self-Learning (e.g., e-learning, seminars) | Formal/ Informal | Internal/ External | No |
| Induction training | Formal | Internal | Yes |

4.9.2 Preparation of Training Calendar

The Training Calendar (Form MHCPL/HR/TD/F20) is developed by the HR department based on consolidated competency needs identified by Department Heads or designated functionaries. The calendar is shared with all departments and the Vice President/Project Manager.

To accommodate emerging business or technology-related training needs, the calendar is reviewed monthly, and new requirements are incorporated as needed.

4.9.3 Training Implementation

Training programs are executed as per the Training Calendar and identified methodologies. To ensure participation, advance notifications are sent to employees and their supervisors.

4.9.4 Identification of Faculty

The Head of HR maintains a database of approved internal and external faculty or training agencies updated as required. For urgent training needs HR exercises discretion in faculty selection based on the following criteria:

1. Knowledge and expertise in the subject matter
2. Relevant implementation experience
3. Effective presentation skills
4. Proven track record in training delivery



4.9.5 Classroom Training

Internal faculty is prioritized where available. If no suitable internal faculty is identified, HR engages an external training agency that meets the required criteria.

4.9.6 External Professional Development, Workshops, and Seminars

HR supports participation in external professional development by sourcing relevant workshops, seminars, or certified courses from reputable training providers. This includes:

- Distributing program details and recommendations to Department Heads.
- Ensuring alignment with organizational goals by verifying the relevance of selected programs. Department Heads may propose specific external programs tailored to their team's functional needs, which HR evaluates and facilitates.

4.9.7 On the Job Training/ Knowledge Sharing Sessions

A mentor, nominated by the Project Manager or General Manager oversees on-the-job training. The mentor, typically a skilled colleague develops a training plan in consultation with the Department Head outlining scope, objectives, and resources (e.g., online materials).

4.9.8 Induction Training

HR organizes induction programs as per the Induction Plan, including:

Product-Specific Induction: Conducted by the respective Functional Head.

Function-Specific Induction: Executed by the Department Head. Individual briefing sessions are arranged with relevant functionaries to ensure a comprehensive onboarding experience.

4.9.9 Conducting Training Program

Training sessions are conducted efficiently to maximize learning outcomes. The Program Coordinator or a nominated Functionary:

- Introduces the faculty and outlines session objectives to set clear expectations.
- Ensures seamless delivery by managing schedules, course materials, and administrative requirements.
- Facilitates an engaging learning environment by addressing participant queries and coordinating with faculty. The identified faculty delivers the session as per the predefined curriculum, ensuring alignment with organizational goals. Attendance is documented using the Training Attendance Form (MHCPL/HR/TD/F21).

4.9.10 Feedback Compilation and Analysis

Feedback is collected for all formal training programs using the Training Feedback Form (MHCPL/HR/TD/F22) for programs lasting more than one day. Feedback covers:

- Attendance
- Prerequisites and entry criteria
- Participant engagement
- Suggestions for improvement

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Based on feedback, HR implements corrective actions to enhance:

- Faculty performance
- Training materials
- Participant entry criteria
- Facilities and infrastructure
- Course content and duration

HR prepares a consolidated training report, detailing feedback analysis and corrective actions, and monitors progress.

4.9.11 Impact of Training (Training Effectiveness Evaluation):

Post-training competency assessments are conducted quarterly or semi-annually using the Training Effectiveness Evaluation Form (MHCPL/HR/TD/F23). The impact of training on job performance is further validated during the annual appraisal process by the appraiser.

5. Performance Appraisal

- **Performance planning**

KRAs/KPIs: Key Result Areas (KRAs) and Key Performance Indicators (KPIs) are set collaboratively by employees and Reporting Officers aligned with organizational goals and signed off on the performance planning form.

- **Performance coaching**

1. Company will conduct a performance appraisal workshop each year in April to refresh / educate employees who are appraisers regarding the role of appraiser has to play in the performance discussion.
2. The appraisees are to be made a part of this process so that they clearly understand the role their Reporting Officer has to play as well as the role they need to play.
3. The appraisal discussion must largely focus on how the New Year targets will be achieved, what kind of support the appraisee seeks from the company, and the like. Not more than 40% of the time be spent on the past year performance, save an except, issues relating to or focusing on what could have been done better.
4. HR has to provide a mechanism within the appraisal form for disagreement of views based on data by the appraisee. The appraisee must have a process available to him/her to escalate any disagreement which cannot be mutually resolved to the next higher level and/or HR.

6. Compensation & Benefits

The basic purpose and objective of salary administration is to ensure and maintain an equitable salary structure of the employees.

Salary is the fixed amount of remuneration paid at regular interval of each month after one month's service. The each month salary or remuneration depends on the annual sum decided or committed by employer to employee at the time of joining.

Salaries are paid on last working day of every month. Employees receive salary slip from the HR department.



Applicability:

The Compensation & Benefits is applicable to the All Regular Employees, Consultants, Trainees and Interns.

The Company utilizes a cost-to-company model to shape its compensation and benefits framework. To support the organizational aims of attracting, rewarding, and retaining top talent, the compensation package is structured with a well-rounded mix of components, including:

- a) Fixed Pay
- b) Variable Pay
- c) Non-monetary Benefits

a) Fixed Pay (FP):

Fixed pay consists of various components including Basic Salary, House Rent allowance, Medical Allowance, Conveyance Allowance and other allowances as may be applicable to eligible employees. Other allowances include a basket of components like Leave Travel Allowance, Meal Voucher and others. FP also includes statutory contributions such as Provident Fund, Bonus and ESI. The basic salary and allowances are fixed as a percentage of FP, which ensures prudent management of compensation structure.

b) Variable Pay (VP):

Variable pay is a key determinant in structuring pay. The quantum of variable pay is linked with individual performance (Extended only for the employees who agreed during the hiring). Hence for the Company, variable pay is an instrument to manage costs effectively in line with business cycles.

c) Non-monetary Benefits:

These benefits are provided to employees to supplement rewards and meet their non-financial and other requirements and are linked to their level in the organization. The following benefits are provided to employees as applicable:

- Hospitalization insurance for employees and dependents
- Group term insurance for employees
- Personal accident insurance for employees as applicable
- Company car for eligible employees
- Subsidized Lunch at CO & Sites

7. General Office Administration

The Administration is an effort to create a better understanding of the policies of the Organization. It will enhance personnel decisions, protect the rights of all employees and assure uniformity of action.

- **Communication:** Company provides Intercoms, Mobile Phones, E-mails for Internal and external communication across the MHCPL.
- **Office Security:** Access to the offices will be strictly controlled, and visitors will be permitted access through the security at CO & Sites. In the event of a fire or emergency, staff should leave their workstations immediately and not to stop to clear papers or collect personal belongings. Staff should note the location of fire exits and extinguishers. In the event of fire, lifts must not be used.



- Information:** The confidentiality of the Secretariat's business is to be maintained at all times. All letterheads, forms, and other stationery bearing the logo of MHCPL are kept under lock and key.
- Travel:** Company provides common vehicle for employees from Railway Station to Office on daily basis. Employees can travel for the official purpose and claim as per the travel policy.
- Housekeeping:** The office shall be cleaned between 8 AM and 9 AM before staff officially arrives and again over lunch hour (12.30pm-1.00pm). The Administration Manager will be responsible for coordinating all cleaning activities.
- First Aid:** First aid kit is available at CO and all sites with HR & Admin department.

8. Employee Welfare

- Marriage Gift
- Subsidized Meals
- Health & Medical Camps
- Leave Encashment
- Mobile Phones & SIM Cards
- Festival Celebrations
- Salary Advances
- On- Site Medical Officer
- Sick Room
- On- Site Day Care Centers
- Complimentary Snacks After Office Hours

5. Records

| S No | Record | Identification | Location | Maintained By | Retention Period In Years | Disposition |
|------|------------------------|----------------------|---------------|-------------------------------|---------------------------|-------------|
| 1 | Manpower Request Form | MHCPL/HR/ MRF | MRF Portal | HOD - HRA | | |
| 2 | Employee Service Files | EMP CODE | RACK U1,U2&U3 | Executive/Sr. Executive - HRA | - | Back Store |
| 3 | Interview Records | MHCPL/HR/ REC/01 | HR RACK1 | Recruitment Team | 3 Months | Back Store |
| 4 | List of Trainers | MHCPL/HR/TD/ 01 | Jnan Portal | L&D Manager | | |
| 5 | Training Record | MHCPL/HR/TD/ 02 | Jnan Portal | L&D Manager | | |
| 6 | Attendance Records | MHCPL/HR/ Attendance | SAP | Payroll Manager | | |
| 7 | Leave Data | MHCPL/HR/ Leave | SAP | Payroll Manager | | |
| 8 | Pay sheets | MHCPL/HR/ Salaries | SAP | Payroll Manager | | |

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| 9 | Marriage Gift | MHCPL/HR/ Emp Marriage Gift | RACK L1 | Executive/Sr. Executive - HRA | 1 Year | Tearing |
| 10 | Leave Encashment | MHCPL/HR/LE | SAP | Payroll Manager | | |
| 11 | Shops & Establishment | MHCPL/HR/ S&E | RACK L3 | Statutory Compliance Manager | 1 Year | Back Store |
| 12 | Labor License Record | MHCPL/HR/ Labor License | RACK L3 | Statutory Compliance Manager | 1 Year | Back Store |
| 13 | BOCW | MHCPL/HR/ BOCW | RACK L3 | Statutory Compliance Manager | - | Back Store |
| 14 | Form - V | MHCPL/HR/ Form-V | RACK L3 | Statutory Compliance Manager | - | Back Store |
| 15 | Labor CESS | MHCPL/F | RACK L3 | Statutory Compliance Manager | - | Back Store |
| 16 | PF | MHCPL/HR/PF | RACK L2 | Statutory Compliance Manager | 6 Months | Tearing |
| 17 | Bonus | MHCPL/HR/ Bonus | SAP | Payroll Manager | | |
| 18 | ESI | MHCPL/HR/ ESI | Online | Payroll Manager | 6 Months | Tearing |
| 19 | LTA Record | MHPL/HR/LTA | SAP | Payroll Manager | 2 Years | Back Store |
| 20 | Medical Health Checkup | MHCPL/HR/ Health Checkup | RACK L2 | Statutory Compliance Manager | 1 Year | Back Store |
| 21 | Mobile Phones & SIM Cards | MHCPL/Mobile | RACK L2 | Executive/Sr. Executive - HRA | 1 Year | Back Store |