

# Policy: Hats/Manual

PL No – 23

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

All the staffs are supposed to make their HAT/Manual in written. The HAT/Manual should clarify each function done by them, step by step in a manner which can be understood by a layman.

It is mandatory that they shall periodically review their HATs/Manuals to see that nothing is missing and every new aspect of their post is covered in their HATS/Manuals.

**\*HAT/Manual** – It is a series of documents defining each and every duty of a person in detailed step by step sequence, as to how they are done, why they are done, and having all information in a detailed manner.

*ole Approved*  
Written By

Head – HR



*Approved*  
Approved By

Management