

# Policy: Writing Policies & Amendments

PL No – 28

Issued On – 12/10/2020

Revised On – 02/07/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Policies will be written by HR-Head and approved by HR-Head and Management both. Any policy can come in effect by a provisional approval of management or HR-Head only. But in such case where there is sole approval, it will be valid for one month only and before the expiry of one month, it has to be approved by both, only then it can be a permanent policy. The one month period will be counted from the last date it was modified/issued on.

If any employee at any level finds that any policy needs update with time can suggest the same to HR – HEAD in written. The procedure is that the employee highlights what needs to be changed and why it needs to change and then if in agreement, HR – HEAD will amend the policy and get it approved.

*ok approved*

Written By

Head – HR



*Approved*

Approved By

Management