

Circular No. 105(b) - Administration

Date: 25.08.2014.

Subject:- Employee referral Incentive.

We have a constant requirement of new employees at the head office and sites. It is becoming increasingly difficult to get new employees on a regular basis.

Therefore, the management has decided to offer an incentive of 40% of the net salary of the new employees, who have been referred for a vacant post by an existing employee. This amount shall be capped to Rs. 5,000/-

However, the incentive will be paid to the employee who has referred the new employee only on completion of 3 months service by the new employee. The employee who has referred the new employee shall not be liable / responsible for the conduct of the new employee.

Please ask the applicant to specify at the time of the interview that he / she has been referred to by a staff member. Incentive will not be paid if the applicant fails to do so.

Managing Director.