

INTERNSHIP REPORT



Putzmeister

**SUBMITTED TO
DEPARTMENT OF MANAGEMENT STUDIES
(MBA-INTEGRATED)
GOA BUSINESS SCHOOL**

**IN PARTIAL FULFILMENT FOR THE AWARD OF THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION
(INTEGRATED: HOSPITALITY, TRAVEL AND TOURISM)**

**BY
ARNOLD D'SOUZA
1805**

**P.R. No. : 201800156
AUGUST 2023**





Putzmeister Concrete Machines Private Limited

Mr. Arnold D'Souza
F-506, 5th Floor,
Diwakar Residency,
Patrong Baina,
Vasco Da Gama, Goa

Internship

Dear Mr. Arnold,

Greetings from Putzmeister Concrete Machines Pvt Ltd.

Thank you for showing interest in our organization.

With reference to the request received for summer internship program, we hereby accept your request for internship in Human Resource department for the duration from January 15, 2023 to July 15, 2023.

During your internship period, you will be guided by Ms. Divya Lotliker.

We wish you all the best.

Thanking you,

Yours truly,
For Putzmeister Concrete Machines Pvt. Ltd.

Sudan Surlakar
 Head – Human Resources

Divya Lotliker
 Assistant Manager - Human Resources

Place and Date: Goa, December 23, 2022

Regd. Office and Factory:

Putzmeister Concrete Machines
Private Limited
 Plot No. N4, Phase 4, Verna Industrial Estate
 Salcette – Goa 403 722.
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CIN No. : U29120GA2005PTC004057
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www.putzmeister.com

Putzmeister Concrete Machines Private Limited. is a 100% subsidiary of Putzmeister, Germany

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Putzmeister Concrete Machines Private Limited

TO WHOM SO EVER IT MAY CONCERN

This is to inform you that Mr. Arnold D'Souza has successfully completed his internship program from January 15, 2023 to July 15, 2023 in Human Resource Department.

We wish him all the best for the future.

For Putzmeister Concrete Machines Pvt. Ltd.

Human Resources

Date: July 15, 2023

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ACKNOWLEDGEMENTS

I would like to take this opportunity to express my deepest gratitude and appreciation to everyone at Putzmeister, especially the Human Resources Department, for providing me with an invaluable internship experience. This acknowledgment is a token of my heartfelt thanks for the support and guidance I received during my 6-month internship at Putzmeister.

First and foremost, I would like to express my sincere appreciation to Ms. Divya Lotliker, Assistant Manager HR, who served as my reporting manager. Her mentorship, expertise, and unwavering support were instrumental in shaping my understanding of the HR field. I am truly grateful for her guidance, patience, and willingness to impart knowledge and skills that have greatly contributed to my personal and professional growth.

I would also like to extend my gratitude to Ms. Dorothy Dsouza, Assistant Manager HR and Admin, and Mr. Vipul Kamat for their support and valuable guidance throughout my internship journey. Their insights, experience, and continuous encouragement helped me gain a deeper understanding of various HR functions and their impact on organizational success.

I would like to express my special thanks to Ms. Tanvi Katoch, the Recruiter at Putzmeister. Her constant guidance, patience, and assistance in the recruitment process were invaluable. Her expertise and willingness to share her knowledge not only enhanced my understanding of talent acquisition but also provided me with valuable insights into the intricacies of recruitment in a dynamic business environment.

I am immensely grateful to Mr. Anil Kumar, HR-IR & Admin, for sharing his profound knowledge of industrial law with me. His expertise and willingness to explain complex legal concepts have broadened my understanding of the legal framework governing the workplace. I am thankful for the opportunity to learn from him and apply this knowledge to real-world scenarios.

Last but not least, I would like to extend my special thanks to Mr. Sudan Surlakar, who was the Head of HR at Putzmeister, for being my mentor throughout my internship. His guidance, wisdom, and leadership have been a source of inspiration for me. I am grateful for his belief in my abilities and his continuous support and encouragement throughout my journey at Putzmeister.

I also want to acknowledge and thank the entire HR team at Putzmeister for their warm welcome, collaboration, and willingness to share their knowledge and experiences. Their support and assistance made my internship experience more enriching and fulfilling.

Furthermore, I would like to express my gratitude to the esteemed faculty members and administrative staff at IMBA Goa Business School, Goa University. Prof. K.G.

Shankaranarayanan, Dr. Albino Thomson, Mr. Kevin D'souza, Dr. Poonam Sadekar, Ms. Sujal Naik, Mr. Sadanand Gaonkar, and Dr. Paresh Lingadkar have all played a crucial role in imparting knowledge and skills that have been instrumental in my professional development.

I also extend my thanks to the administrative staff, including Ms. Shilpa Shirodkar, Mr. Kishor Nagvekar, Mr. Naresh Salgaonkar, and Mr. Sarvesh Vaigankar, for their contributions to my academic journey.

Finally, I would like to thank IMBA Goa Business School, Goa University, for providing me with the opportunity to pursue my internship at Putzmeister. I am grateful for the foundation of learning and growth that you have provided me.

EXECUTIVE SUMMARY

About Putzmeister India

Putzmeister Concrete Machines Pvt. Ltd is a world leading solution provider for pumping, mixing and placing concrete, mortar and industrial solids. The company was established in 1957 and is headquartered in Germany with over 14 subsidiaries worldwide. In India, Putzmeister has a state-of-the-art manufacturing facility in Goa. Its sales and service network is spread across India to meet the growing infrastructure demands. Putzmeister India has established itself as a trusted brand known for its high-quality products and reliable customer service.

Tasks Handled

I completed a 6 month internship in the HR department at Putzmeister India from January to July 2023. My responsibilities focused on recruitment, onboarding, documentation, attendance, and statutory compliance. Key tasks included:

- Pre-joining formalities like offer letters, appointments, paperwork collection
- Onboarding activities - ID creation, background verification, document organization
- Recruitment - requirement planning, sourcing resumes, screening, interview scheduling
- Drafting various letters like offer, appointment, confirmation
- Factory orientation tours for new employees
- Biometric registration and attendance monitoring

- Supporting sensitive termination process

Learning

Through this internship, I gained valuable experience in:

- End-to-end recruitment and onboarding processes
- Creating customized offer letters using company templates
- Organizing employee paperwork and maintaining orderly records
- Coordinating new hire training and orientation
- Managing leave policies and updating records accurately
- Importance of documentation and confidentiality in HR

Challenges

Some challenges faced included:

- Sourcing candidates for specialized technical roles
- Frequent printer breakdowns affecting workflow
- Manual leave management system prone to errors
- Lack of standard protocols making it difficult to request help

Overcoming these challenges enhanced my adaptability, problem-solving skills, and resilience. Overall, the internship provided hands-on HR experience and complemented my academic learning.

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CHAPTER 1: ORGANIZATION / COMPANY

1.1 BIRDS-EYE-VIEW

Putzmeister is a German company that specializes in the manufacturing of concrete pumping equipment and systems. The company was founded in 1958 by Karl Schlecht and initially focused on the production of agricultural machinery. However, in the 1960s, Putzmeister shifted its focus to concrete pumps and became a pioneer in the industry.

Putzmeister has been a global leader in the world of construction and mining since 1958. The company develops, produces, sells, and serves its customers with high-quality and high-reliability machines for pumping, distributing, and placing concrete, mortar, and high-density solids. Additionally, they offer solutions for preparing, temporarily storing, processing, and transporting these materials. Putzmeister's commitment to being close to their customers' businesses remains their mission for the future as well.

Putzmeister sets itself apart through several key factors:

Putzmeister is a company known for its innovative technologies that are continuously updated in accordance with the latest research and development findings, as well as market demands. They specialize in customizing equipment to meet the specific needs of their customers, providing them with effective and long-term solutions. Putzmeister excels in handling and deciphering complex construction assignments on a global scale. They actively collaborate with clients on projects, working together to fulfill their commitments. The company boasts a close-knit network of partners spanning every corner of the world. Putzmeister's teams are highly skilled, dedicated, and motivated, ensuring that their clients receive optimal value for their investments at all times and in every location.

What does Putzmeister Offer-

Putzmeister offers a wide range of world-class products and services, setting the industry standards for quality through continuous and significant investments in research and development. The company provides comprehensive support to clients, ranging from advising on the appropriate choice of machines for construction projects to offering engineering solutions.

Putzmeister's machines find applications in various fields, including civil engineering, mining, tunneling, precast factories, large-scale industrial projects, and power stations. The company handles projects of all types, regardless of their scale or remote location.

With more than 20 subsidiaries worldwide and manufacturing units across the globe, Putzmeister combines top-notch German engineering, technology, expertise, and high manufacturing standards with locally relevant requirements. This approach allows them to provide a comprehensive solutions package to their clients.

In terms of quality assurance, Putzmeister has been at the forefront. They were among the first construction machinery manufacturers to receive ISO 9001 certification in 1994, followed by 9001/2000 certification in 2008, demonstrating their commitment to maintaining high-quality standards throughout their operations.

Why Choose Putzmeister

Putzmeister offers a fundamental promise to its customers. When they see the label "Made by Putzmeister," it signifies having a thoughtful and intelligent partner in all their endeavors. Regardless of the complexity of the task or the remoteness of the location, Putzmeister is

committed to delivering precise solutions tailored to their customers' exact requirements. With a combination of enthusiasm and extensive experience, Putzmeister approaches every project with a fresh perspective, whether it's a small-scale construction or a large-scale assignment with tight deadlines or unique concreting and manufacturing needs.

Putzmeister provides best-in-class equipment that is engineered for longevity. Their machines and plants are designed to deliver high performance, durability, and low maintenance, all while ensuring economic efficiency, technical supervision, and customization. Trust is at the core of every collaboration at Putzmeister. They treat their partners with respect, fairness, and transparency at all times. The company believes in maintaining consistency, reliability, and confidence, and their impressive track record on the world's most challenging and demanding projects attests to their exceptional performance.

Putzmeister is not one to rest on their laurels. They believe in looking to the future and continuously investing in research and development to meet on-site challenges head-on. When you invest in Putzmeister, you're not just getting a machine but also the support of their engineers and service staff, who are dedicated to ensuring that their solutions and services align closely with your business needs. Putzmeister understands that the most cutting-edge technology is only as good as the skilled individuals who operate it. They go the extra mile by not only providing the machine but also helping your staff understand its operation and learn the best practices on-site. This approach ensures maximum performance while maintaining optimal safety standards.

1.2 PRODUCTS / SERVICES

Stationary Concrete Pump BSA (Figure 1)

The Esmart Series - Compact and Reliable All-Round Trailer Pump Ideal for Medium-sized Projects. For all kind of concrete applications. Distances of more than 2000m and heights of over 600m can be reached. The BSA 1404 HD eSmart comes with an OPS Control System to reduce operating costs, the Putzmeister S-Valve Technology and an IFM performance display which allows tracking of the real time performance.

Truck Mounted Boom Pumps BSF (Figure 2)

Lightest Truck Mounted Concrete Pump in its Class

Putzmeister offers a range between 20 m and 47 m boom reach and pump performance up to 160 m³ per hour. Weighing less than 32 t, the BSF 47-5 is one of the lightest in its class and provides a more than sufficient payload reserve. It is ideal for application at medium to large sized sites as well as job sites that offer challenging setup situations.

Line Pumps MOLI (Figure 3)

Mobile Line Concrete Pump for high-pressure Delivery

Putzmeister's range of line pumps give you a mix of both performance and mobility at competitive costs.

It is a common complaint that stationary concrete pumps often cannot be used cost-efficiently for short pours. MOLI is here to change that. The MOLI is a mobile pipeline concrete pump for high-pressure delivery and it offers a simple solution.

This pump is quickly set up and is ready for operation in next to no time. When the MOLI has finished the job, the site is available for other work.

iONTRON (Figure 4)

Electrified Range of Stationary and Boom Pump

Placing Systems (Placing Boom) (Figure 5)

The Lightweight Boom, Optimised for Job Site Use, New Designed Pedestal and Assembly System with a Weight Below 5 t.

Putzmeister offers high performance placing booms with a reach of nearly 32 m.

What sets this stationary boom apart, from others in its category, is its broad and diverse applications. It functions as effectively in the construction of power stations, caverns, liquid gas tanks and bridges as well as high-rise building construction sites. The fact that is lightweight makes it easy to transport across sites.

These stationary booms are ideally suited for integration in climbing formwork, the autonomous through-climbing of floors, as well as free-standing installations. You are guaranteed secure operation of the boom thanks to the compact slewing head without stationary parts. The use of low-maintenance standard components keeps service costs down. It is suitable for the RS 850 tubular column system from Putzmeister.

Batching Plants (Figure 6)

Greater output, almost immediately

Putzmeister bring you a new compact 21m³ /h Batching Plant – MT 0.35.

This plant comes pre-assembled and can be directly installed on PCC. It requires no additional foundation or columns, saving time and resources. With the Putzmeister MT 0.35 you can start producing concrete in 1 day.

The ready plant is designed to discharge concrete directly to a Concrete Pump. An efficient pan mixer with durable wear parts delivers a consistent homogenous mix over a longer

period/ volume of operation. The wide aggregate bins can be easily loaded using a backhoe loader with no additional modifications.

Designed to enhance productivity and profitability, this plant is ideal for RMC production at captive projects with space constraints.

Transit Mixer (Figure7)

Mixer drum sizes between 6 and 10 m³, with high payloads and productivity.

The toughest is now on wheels

Putzmeister has over 60 years of experience in pumping, mixing and placing concrete, mortar and industrial solutions around the world across a wide range of applications and environment conditions. Putzmeister started offering Transit Mixers to its customers in India, Sri Lanka and Maldives in 2018.

In a little under a year, Putzmeister has already doubled the number of variants it offers. You can now choose between 3 discharge capacities and slave engine/ PTO options. Reliable in operation and low on maintenance, Putzmeister Transit Mixers are designed to deliver better mix quality and faster discharge uniformly. Manufactured using techniques, these transit mixers can withstand working in harsh environments and working with coarse materials.

Shotcrete Machines (Figure 8)

Either dry or wet, either machines for manual or mechanized machinery,

Putzmeister offers the complete range.

Proven Efficiency and Reliability in a large Number of Tunneling Projects all over the World

With a vertical spraying reach of 17 m and an output of 30 m³/h, the SPM 500 WETKRET is ideal for medium and large tunnels, caverns and slopes. The automatic system for high precision synchronization between the concrete pump and the additive dosing unit maintains

the additive dosage proportional to the output, assure spraying accuracy and quality. All functions are available via remote control. The sturdy chassis with 4-wheel-drive and crab-mode provides maneuverability in difficult driving situations.

The standard version of the SPM 500 WETKRET series is operated electrically and includes an electric air compressor built into the chassis. The equipment is also optionally available with a diesel drive system, allowing operation in places without electrical power supply.

Mobile 3D Printer Karlos (Figure 9)

Efficient and economical concrete walls from the 3D printer

With KARLOS, concrete walls can be built in a short time - without any conventional formwork and with classic standard concrete! As a highly innovative combination of a mobile concrete pump and precise robot technology, KARLOS allows for a quick set-up on the construction site and a highly automated creation of walls. This not only reduces manual labor and safety risks on the construction site, but also enables more efficient and time-saving construction compared to conventional construction methods. In addition, the use of standard concrete with a maximum grain size of 8 mm, which can be supplied from conventional ready-mix concrete plants, creates considerable potential in terms of the cost-effectiveness of the manufacturing process. Sustainability is not neglected either.

1.3 SECTIONS WITHIN THE ORGANIZATION



Putzmeister has a global presence, with our Global CEO, Christoph Kaml, overseeing operations worldwide. In India, we are led by our Managing Director, Kanjanabha Bhattacharyya, who oversees all departments in the country.

Operations department

Headed by Hitesh Agarwal. Key functional heads under operations include Allen Deniz for Production, Malcolm Pinto for Welding, Sadanand for Assembly Line, Sameer for Maintenance, Bryneer for Quality, Ashley for Planning & Stores, Narendra for Projects, Neeraj for Logistics, and Vineeth KB for Procurement.

The Service Sector is led by Anuj Seth along with Regional Heads - Niranjana (North), Balaji (South), Rana (East), and Umar Mahat (West).

The Sales department is headed by Parminder Gabri with Regional Sales Heads - Bhimesh (North), Krishna (South), Tanmaya (East), Rohil (West) and Shantanu (Central).

Batching Plant Sales is managed by Srikanth Racha and Service by Peter.

Non-operations departments

HR is led by Swapnil Gupta with sub-functions handled by Dorothy Dsouza (Payroll), Divya Lotlikar (TA), Kapil (Admin), Anil (IR).

Finance is headed by Rachit Arora along with Gopal and Kriti (Finance Control).

Other departments include Marketing headed by Swapna Raghavan and Sharmila, Business Strategy by Debjeet, IT by Peter Lobo, Company Secretary Siddhesh Zantye, and Design & Engineering by Kaushal.

CHAPTER 2: TASKS HANDLED

❖ Section I worked in- Human Resource

I was an intern in the HR department at Putzmeister for 6 months from January 15th to July 15th. My working hours were 9:00 AM to 5:30 PM each day.

The HR department handles key functions like recruiting, hiring, training, compensation, and managing employees. The goal is to maximize performance and satisfaction while ensuring fair treatment.

Putzmeister's main office and only manufacturing plant in India is located in Goa. The HR team oversees the whole country's workforce from here.

The department is led by HR Head Swapnil Gupta, followed by Assistant Manager Dorothy Dsouza and Divya Lotliker, HR Executive Vipul Kamat, and Kapil Naik from Admin.

There are also two recruiters, Tanvi and Keely, from the agency People Matters who focus on hiring.

During my internship, I worked on Recruitment, Onboarding, attendance records, employee files management, Events, and confidential statutory matters.

2.1 HANDLING PRE-JOINING FORMALITIES

Handling pre-joining formalities is an essential part of the hiring process, ensuring a smooth transit Pre-joining Formalities.

My responsibilities were.

- I Collect Documents like CV, Personal Information Form, Interview assessment sheet 3 months salary slip and annual ctc annexure. I hand over these Documents to Divya for Offer Fitment.
- Later Divya negotiates with the candidate and handover the annexure and rest of the documents and I prepare and share the offer letter accordingly.
- Later I Share the new joiners checklist and forms that need to be filled like Pre-employee medical report, copy of Aadhaar card, Pan Card and Bank details. Other forms like Form F, EPF Form 11, Declaration of Integrity, Declaration of use of Computer and internet access, Employee Detail Form and joining Report. All these Documents are mailed to the candidate.
- All candidates are required to complete their pre-employment medical exam before joining the company. Candidates located in Goa can schedule their exam at the company's partner facility, Dr. Kerkar's Hospital for which I book an appointment with the doctor. Candidates located elsewhere in India should provide the company's pre-employment medical checklist to their doctor and undergo the required tests.
- I Coordinate with the managers regarding seating arrangements, reporting manager allocation and scheduling trainings if needed.

- Keep the joining checklist ready and tick off items as and when formalities are completed pre and post joining.
- Laptop and Email ID Requisitions

As a major responsibility, I arrange for laptops, devices, and systems access to be ready before new employees join. I send requisitions for email IDs and Laptop to the IT Department.

Since Putzmeister is a German MNC, any IT request needs to be processed by their Germany HQ.

The company uses Microsoft ID for official email, which includes licensed Windows 10 OS, MS Office, and cloud storage subscriptions.

All online meetings and conference room bookings are done in MS Teams. Using Teams, we can see employee availability and access employees contact details globally.

PCs and laptops sync with the cloud for easy access. Advanced security, so data can't be downloaded or Transferred without IT approval.

Employees use SAP Concur to settle expenses and SPINE HRMS to track attendance.

2.2 HANDLING ON BOARDING PROCESS

The onboarding process in Human Resources (HR) refers to the series of activities and procedures that a new employee goes through when joining an organization. It is a critical phase that aims to welcome and integrate the new employee into the company culture, work environment, and their specific role. The onboarding process typically starts after the candidate has accepted the job offer and continues for the first few weeks or months of employment.

- Preparing and sharing the Appointment letter.

An appointment letter is a formal document sent by an employer to a candidate offering them a job. It confirms the job title, salary, benefits, start date, policy and other key terms that were verbally discussed during the hiring process.

I create the Appointment letter with reference from the candidates Offer letter and confirmed date of joining.

If the Candidate is Joining at other location besides goa then I email the Appointment letter to the candidate requesting for their signed Acknowledgment. Upon receiving the Signed copy, the original Document is mailed to the employee and the signed Copy is Stored in the Employee Personal Folder.

- Collection of Joining Documents

On the first day of employment, new Joiners must provide all required documents per the checklist, either soft or hard copies.

Some documents, like relieving letters from previous company, may take up to 45 days from the resignation date to collect. It was one of my major roll to follow up diligently to obtain these documents, as missing paperwork can cause problems during

background verification checks. It's crucial to collect and submit all necessary documents as soon as possible when starting a new job.

- Vendor Code Creation

For vendor code registration, I ensure that the employees fill out and submit the vendor form. The form is then submitted to the finance department. The vendor code is used later to reimburse employees for any expenses incurred on behalf of the company.

- Background Verification

We outsource background verifications to Voltech HR Services (VHRS). When new hires join, I send them a background verification form to fill out their details and attach valid documents. This includes ID proofs like Aadhaar card or passport for address verification, latest education marksheets or certificates, work experience relieving letters, and experience certificates. VHRS conducts the background checks on our new candidates using these documents. If there is any Discrepancy the case handler at Voltech sends me a communication.

- Organizing New Hire Documents

I place the new hire documents in order according to the checklist and hand them over to my supervisor for signing off. Once the checklist is signed, I create a personal folder labelled with the employee's name and number, storing it in the file rack sorted by employee code. Maintaining this orderly filing system is mandatory for me, as it enables quick file retrieval and speeds up the auditing process. The sorted files make it easy for me to locate each employee's records when needed.

2.3 RECURITING

Recruitment refers to the process of Identifying, Attracting, Screening, Selecting, and Onboarding qualified candidates to fill job vacancies in an organization.

It involves several key steps:-

- **WORKFORCE PLANNING**

Analysing current and future hiring needs based on organizational goals and projections. This helps determine the number and type of employees needed.

During this step we receive PR from the concerned Department.

- **SOURCING**

Attracting potential candidates through job postings, employee referrals, recruitment agencies, college campus recruitment, etc. Popular sourcing channels today include social media and professional networks like LinkedIn.

Based on the PR I search for candidates on Naukri and LinkedIn.

- **SCREENING**

Reviewing applicant resumes/profiles and shortlisting candidates who meet the basic job criteria. Screening tools like pre-employment assessments may also be used.

I checked the CV if it matches the JD and then send it to Divya or the Hiring manager.

- **SELECTION**

Conducting interviews, tests, reference checks, background verification, etc. to further assess shortlisted candidates and decide on the right hire.

I schedule the interview for the candidates with the Regional Head if it's for the First Round and Second Round with Director.

- ONBOARDING

Orienting and training the new employee on policies, processes, tools, and culture to successfully integrate them into the organization.

Effective recruitment contributes to building a strong talent pipeline and ensuring the organization has the right people to drive success. The recruitment process requires collaboration between HR, hiring managers, and recruiters.

This is my major task Right form collecting joining Documents to Appointment letter.

We prefer candidates from concrete and construction Industries or capital equipment's.

Few Target Companies are -

- ❖ Direct Competitors

- Schwing Stetter
- Aquarius

- ❖ Heavy Construction Equipment

- Tata Hitachi
- Escorts
- JCB
- Hilti
- Mahindra Construction
- Ajax
- Gmmco

- XCMG
- KYB Conmat

❖ Capital Goods

- ABB India
- Siemens
- Apar Industries
- Crompton greaves
- Gainwell

The most open positions currently are for sales and service engineers across India, along with some design engineers and operators.

The recruitment process is as follows:

First, the HR receives a personnel requisition from the concerned department who needs manpower.

Next, I posts job openings on Naukri and LinkedIn and searches for candidates.

I screen candidate CVs and shortlists those who meet the basic qualifications and salary expectations within the budget.

The shortlisted CVs are sent to Divya and the hiring manager of the department for approval.

Once approved, Then I schedule first round of interview on Teams by coordinating with the panel members and candidates. And later Second Round if selected.

Example: For a service engineer role in Mumbai, the first interview is with the Regional Head of West that is Umar Mahat. If the candidate makes it through, the second round is with the Service Director Anuj Seth.

After a candidate is selected, Dorothy or Divya negotiates with the candidate on compensation. Based on that, an annexure is prepared.

Then I prepare an offer letter with the annexure and send it to the candidate.

2.4 PREPARING WELCOME KIT

I Prepare and distribute welcome kits to our new hires. For employees who are based in Goa, I provide their welcome kit on their first day. For those joining us in other states, I hand out welcome kits during our monthly new hire orientation.

The welcome kit contains:

- Diary
- Notepad
- Company branded baseball cap
- Click pen
- Executive premium pen

2.5 LEAVE CARD

The HR department is responsible for maintaining and updating employee leaves in the Spine HR Software system. The shop floor workers do not have access to Spine HR because they find it difficult to use and understand.

The workers manually apply for leaves on their Leave Card, which is sent to HR for processing leave updates between the 15th to 25th of each month. After I manually update each leave, I need to sign each entry to indicate it was updated by me.

Leave types available are:

- 5 Casual Leave (CL)
- 10 Sick Leave (SL)
- 20 Privilege Leave (PL)

CL cannot be carried forward.

PL can accumulate up to 30 days.

SL can accumulate up to 30 days.

Employees are only eligible for PL once confirmed.

Contract staff have 15 PL.

2.6 CREATION OF LETTER'S.

One of my major responsibilities was creating Offer Letters, Appointment Letters, and Confirmation Letters for new employees. Standard templates were available in a mail merge format where I simply needed to input the new hire's credentials. There were different letter formats based on position level - Executive (E), Manager (M), and Director (D) - with pay scales set accordingly. All letters were printed on official company letterhead. An employee receives his confirmation certificate after 6 months and based on the appraisal form.

2.7 BIOMETRICS REGISTRATIONS

As new employees joined, it was my sole responsibility to feed the data into the cloud server of the biometric device. This helped obtain important information on punch in and punch out times and was failproof, whereas a signature in a register could easily be forged. The attendance data was crucial for determining employee salaries.

2.8 FACTORY TOUR

Giving factory tours was part of my orientation responsibilities when new employees joined the company. I would take the new hires around the factory floor and briefly explain our products and their features. I showed them where the different managers were located in the production area. During the time I worked there, I gave detailed factory tours to students from 3 different colleges.

2.9 STATUTORY

A group of factory workers went on strike. As a result, they were terminated from their jobs. I had a significant role in gathering evidence about the protest and keeping it confidential. Later, sent them letters detailing the charges against them.

2.10 HANDS ON EXPERIENCE (NUMBER OF CASES HANDLED)

- In Adequate Quality of food in the Canteen

On two occasions, I noticed issues with the quality of food in the canteen. Drawing from my hospitality background, I was able to identify solutions. First, the chicken was undercooked and raw. I explained that this raises the risk of salmonella poisoning. The fix was easy - cook the chicken longer based on its size.

Second, the food was often served cold. I discussed the concept of the danger zone and suggested keeping dishes hot with chafing dishes and hot plates.

- Implementation of AED

Bringing Attention to the Need for an Automated External Defibrillator (AED) to Improve Employee Safety

Upon observing that the factory lacked certain safety precautions, I noticed the absence of an Automated External Defibrillator (AED) device, which could save lives in an emergency.

I contacted the HR Director and Safety Officer by email, highlighting the importance of implementing an AED to protect our employees.

- Protest Photographs

There was a Protest by the shop floor workers and I helped to identify each and every employee by clicking their pictures and submitting it to the HR director.

- Family Day event

On June 11th, the HR department organized a Kids Day event. For this event, I prepared gift hampers for the employees' children and served as the official event photographer.

2.11 RELATIONSHIP OF THE TASK WITH THE COURSE

The courses I took during my 5th year of study aligned closely with the responsibilities I held during my internship. My specialization in Human Resource Management included classes like Hiring and Talent Management, Organizational Development and Change Management, and Leadership. These courses provided critical knowledge that aided me in my internship duties. For example, the hiring and recruitment skills I developed in my Hiring and Talent Management course helped me excel at managing the recruitment process during my internship. Additionally, the change management competencies I gained through my Organizational Development and Change Management course enabled me to address issues

and propose solutions when problems arose, such as complaints about the staff canteen food.

Drawing on my hospitality background, I was able to offer feasible recommendations.

Overall, the coursework in my area of specialization gave me relevant skills and knowledge that I directly applied in my internship role, allowing me to perform my responsibilities successfully. The internship provided invaluable hands-on experience to complement the theoretical education from my courses.

CHAPTER 3: LEARNING

3.1 ONBOARDING PROCESS:

- Learned the step-by-step onboarding procedure starting from offer acceptance to first day at work. This included coordination across teams for IT setup, paperwork, medical exams etc.
- Gained experience creating offer letters, appointment letters and confirmation letters using standard templates. Learned to customize them for different position levels.
- Developed ability to systematically collect, organize and file new hire paperwork as per checklist. Maintaining proper files right from the start enables efficient HR operations.
- Learned how to prepare welcome kits for new joiners containing company branded items. This helps welcome new employees on their first day.

3.2 RECRUITMENT PROCESS:

- Understood how to identify current and future hiring needs by collaborating with business teams. This workforce planning is crucial to recruitment strategy.
- Learned various sourcing techniques like job portals, employee referrals, campus drives etc. to attract relevant candidates.
- Screening resumes as per job specifications and shortlisting suitable candidates for interviews. This step filters out unqualified applicants.
- Gained appreciation for importance of careful applicant screening and selection to hire the best talent.

- Sourcing suitable candidates included posting on job portals like Naukri & LinkedIn, employee referrals, and targeted outreach to companies to attract relevant applicant pool.
- Scheduling interviews required coordinating calendars of hiring managers and candidates, arranging virtual meeting links, and sharing interview details.

3.3 ORIENTATION:

- Conducting factory tours for employees and students gave new hires an overview of the company operations, products, processes and facility layout.

3.4 LEAVE MANAGEMENT:

- Understanding leave policies - eligibility, accumulation, carry-forward rules for different leave types like CL, PL, SL. This knowledge crucial to accurately evaluate leave applications.
- Updating leave cards after verifying approvals ensured correct leave balance was maintained for each employee in HR system.
- Leave management taught the importance of meticulous record-keeping for audit compliance and pay calculation.

3.5 DOCUMENTATION:

- Developed ability to create customized offer letters, appointment letters and confirmation letters using pre-approved templates in Microsoft Word.
- Learned to input new hire details like name, job title, salary, date of joining etc. into templates to generate formal letters on company letterhead.

- Creating letters for different position levels - Executive, Manager, Director - taught how offer details and language vary by role seniority.
- Drafting letters provided exposure to important legal and compliance aspects that must be covered in documentation.
- Attention to detail was critical when preparing letters to ensure accuracy of new hire data and offer terms. Minor errors could have major implications.
- Proper documentation process taught the care required in handling employment contracts and confidential employee information.
- Maintaining copies of signed offer acceptance and appointment letters in employee file ensured important records were retained.

3.6 ATTENDANCE CAPTURE:

- Registering employees in biometric system and monitoring attendance data provided hands-on experience with automated attendance system.

3.7 Termination Management:

- Handling sensitive termination process confidentially demonstrated the care required in employee exits.

CHAPTER 4: CHALLENGES

4.1 CHALLENGES FACED

During my internship, I faced some challenges that provided valuable learning experiences:

- Recruiting candidates with specific engineering backgrounds was difficult at times due to my hospitality background. I had to quickly learn engineering terminology to understand requirements and source qualified candidates.
- Dealing with frequent printer issues like cartridge errors, paper jams, and slow speeds significantly reduced workflow efficiency. Simple tasks began taking 3+ hours instead of 15-30 minutes.
- The manual process for submitting leave requests was tedious and error-prone. Shop floor workers would fill out paper leave cards, get them approved, then I had to manually enter each of the 200+ cards. Automating this outdated system could improve accuracy and save time.
- The lack of standard operating procedures led to confusion when different colleagues provided contradictory directions. Without set guidelines to follow, I was sometimes reluctant to ask questions or request help to avoid causing issues. Defining SOPs could create a more welcoming learning environment.

Overall, these challenges highlighted areas for improvement through updating technology, automating processes, and implementing standard protocols and documentation. The experiences taught me to adapt quickly, problem-solve, and see challenges as opportunities for growth.

APPENDIX I: PRODUCTS OF THE COMPANY

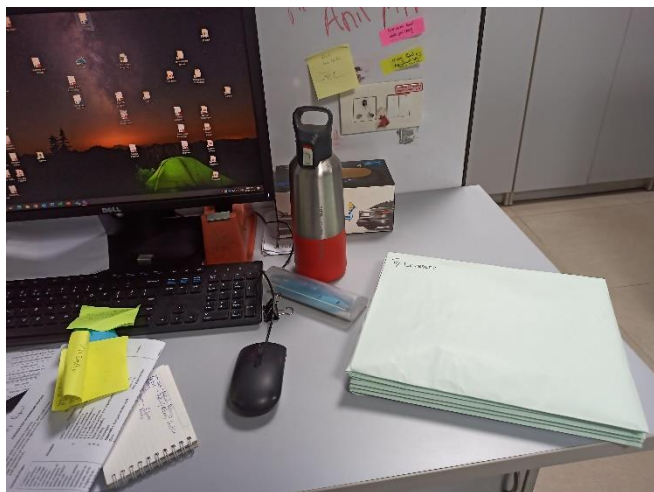
Stationary Concrete Pump Bsa (Figure 1)**Truck Mounted Boom Pumps BSF (Figure 2)****Line Pumps MOLI (Figure 3)****iONTRON (Figure 4)****Placing Systems (Placing Boom) (Figure 5)****Batching Plants (Figure 6)****Transit Mixer (Figure7)****Shotcrete Machines (Figure 8)**

Mobile 3D Printer Karlos (Figure 9)



APPENDIX II: SAMPLE OF THE WORK DONE

Appointment Letters Ready to Courier



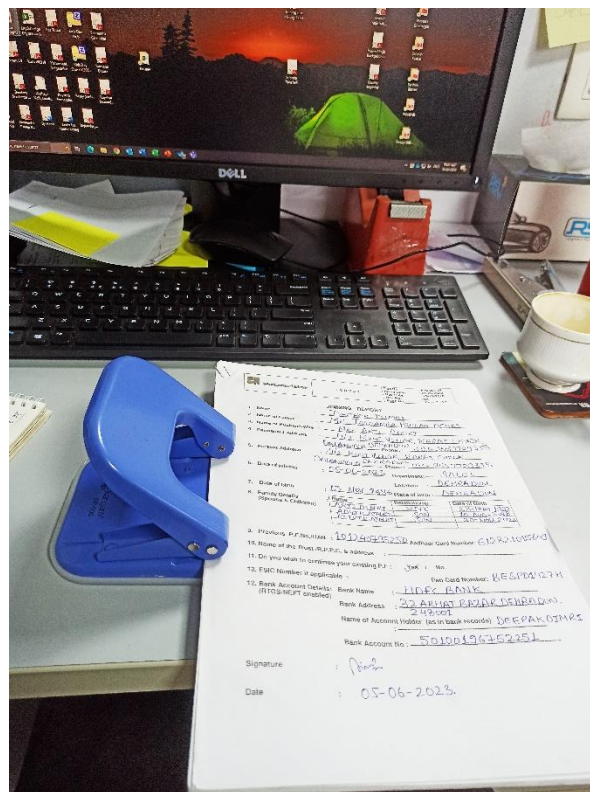
Preparation of Joining Kit



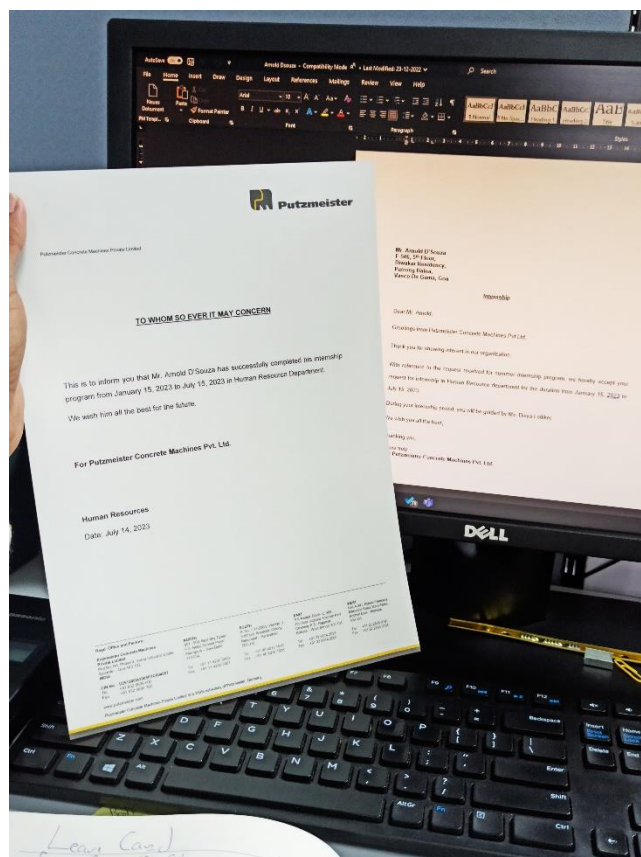
150 Gift Hampers for Kids Day



Filing Joining Forms



Preparation of Experience Letter



Factory Tour Boom Pump



Factory Tour Shop floor



Factory Tour Stationary Pump



Photography of New Machinery



Assisted Marketing Team for a video Shoot



Printer Issues



Printer Issues



Protest Evidence

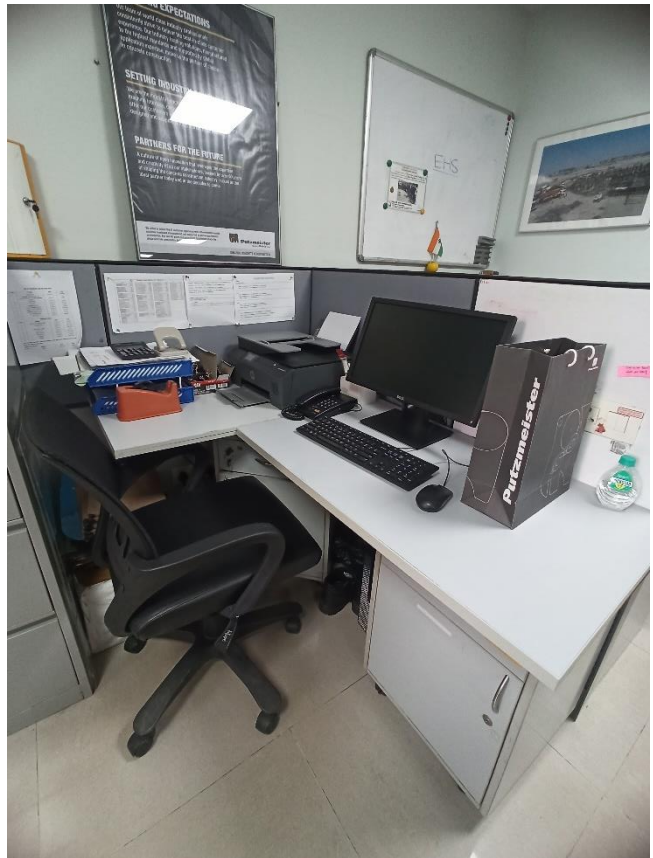


APPENDIX III: Photos of me at Work

Me at my Desk



Work Desk Setup



HR Staff



Personal Folder – Checklist

S. No.	Document / Activity	Completion Status (Y/N)	Prepared By & Date	Reviewed By & Date
1	Biodata/CV/Resume			
2	Employment Application Form			
3	Interview Assessment Sheet			
4	Offer Letter			
5	Pre-Employment Medical Report			
6	Relieving/Resignation Acceptance/Experience Letter			
7	Pan card			
8	Adhaar Card			
9	Bank Details (Passbook Copy/Cheque)			
10	Gratuity Form (Form 'F')			
11	EPF Form (Form No. 11)			
12	Declaration of Integrity			
13	Declaration of Use of Computer & Internet access			
14	Employee Details Form			
15	Joining Report			
16	Appointment Letter			
17	Performance Assessment Form			
18	Confirmation Letter			

Personal Folder – Checklist

S. No.	Document / Activity	Completion Status (Y/N)	Prepared By & Date	Reviewed By & Date
19	Welcome Kit			
20	Biometric			
21	Orientation/Training			
22	Orientation Feedback Form			
23	Employee Master Entry (SPINE)			
24	SPINE HRMS Login			
25	Approvers			
26	Email ID			
27	Sim Card			
28	ID Card			
29	Visiting Card			
30	Vendor Code			
31	GHI Addition			
32	Travel Portal Login			

JOINING REPORT1. **Name** :2. **Name of Father** :3. **Name of Husband/Wife** :4. **Permanent Address** : **Phone** :5. **Present Address** : **Phone** :6. **Date of joining** : **Department:****Location** :7. **Date of birth** : **Place of Birth** :8. **Family Details**
(Spouse & Children)

Name	Relationship	Date of Birth

9. **Previous P.F.No./UAN** : **Aadhaar Card Number:**10. **Name of the Trust /R.P.P.C. & address** :11. **Do you wish to continue your existing P.F** : Yes / No12. **ESIC Number if applicable** : **Pan Card Number:**12. **Bank Account Details:** **Bank Name** :
(RTGS/NEFT enabled)**Bank Address** :**Name of Account Holder (as in bank records)**

:

Bank Account No :**Signature** :**Date** :

Declaration of the use of computers and internet access at PM Group



The following important rules for the use of computer hardware, software and data of the company are known to the employee as well as the external user and are followed by him:

1. It is known to the user that the Putzmeister group respects existing licenses and commercial copyrights of the software developed from other companies (external software) and has to avoid any breaches of these rights under all circumstances.
2. Master software of application programs may only be installed by the EDP department. The original disks are kept there. Privately acquired software may not be transferred to an operational PC.
3. It is known to the user that the software contract usually permits the use of the software copy only on one computer, and that for the simultaneous use of the program on two or more computers further licenses must be acquired.
4. As far as the work requires the use of external software, the user will work with this software only as far as the operational extent of usage permits. In case of doubt he will contact the manager EDP, especially in cases of copies of external software.

The installation of external software or tools on the servers of the company by the user is principally forbidden

5. It is known to the user that the use of pirate copies can lead not only to a requirement for compensation of the company, but also he incurs a penalty. If a suspicion on illegally copied software emerges to the user, he will inform the manager EDP.
6. All data, which are copied on the PC network, automatically go through a virus program. As soon as a suspicion on viruses emerges, the user will stop the work on the computer and will inform the EDP department.

The data stored on the network may be used exclusively for business purposes. It is not allowed to copy or process the data for private use.

7. Basically the data stored on operational PC, laptops and data media are confidential and may not be copied or passed on. Exceptions are sales reports, multimedia data and slides, which do not wear the note "confidential", "internal", etc.. In cases of doubt the user must get the permission of his superior to give away data.
8. The use of the E-mail program is principally only permitted for business use. Incoming Mails with attached files can contain computer viruses. If the E-Mail user has the impression that a mail or their appendix could contain viruses, he must not open it under all circumstances, but has to contact the EDP department immediately. This applies especially for E-mail from an unknown or dubious sender (e.g. "Mickey Mouse") and / or with a dubious subject (e.g. "Congratulations!", "I love you!", "Check this!").

9. As far as it is necessary for one's work, the unlimited use of the Internet is permitted for some company members. In each case the use is permitted only for business purposes. Independently of any tasks the user commits himself: - to check no homepages with violent contents, which appeal racial hatred, which have pornographic contents, with youth-endangering contents or which other punishable contents,
- not to download software of copyright protected things from the Internet nor to upload them,
 - not to transact any orders.

Should the user acts unintentionally against above rules, he must inform the EDP department immediately.

Moreover this authorisations and remedial exceptions from the mentioned rules require the expressive agreement of the EDP department and/or so far it is around the InterNet use the department of PKI. The company reserves itself independently of possible work or criminal sanction expressive the right to limit or recall the email and InterNet use at any time.

The technical possibility should be expressive pointed out to register the called InterNet sides, the usage of the email with referring to transmitters, receivers and the content as well as to register and to check the data.

With his signature the user confirms the information of the above mentioned terms of use and commits itself to their observance.

.....
Date and City

.....
User

PM 04087-gb

Declaration of Integrity GEC 9307gb-PM



Employee Name:

UP 2035

Department:

PP 3002-1

Issue: 02-09-04

Manager/Supervisor:

Stand:

050301ks>050830ks>051025sl

Confidentiality Agreement regarding Conflict of Interest

This Declaration shall serve to maintain and strengthen the reputation and integrity of our company members, especially management personnel, viewed for their relations within the Company and relative to our customers and suppliers. It shall also serve to develop and secure our corporate culture, mutual confidence and personal integrity to our own and traditional values and interests. This declaration must be a feature for review on a regular basis for re-enforcing working relations.

The Declaration shall be signed at the end of each year, conscious and repeatedly and with conviction eye to eye with the superior, by each member of the Company who fosters contact with third parties. It will especially affect employees working in customer services, sales, purchasing, accounts, management etc.

Following management briefings and commencing with top management and down through the line of command, all employees – starting with the Board of Directors - shall, after individual discussion, be asked by their superiors – face to face -to sign the Declaration. The purpose is to foster and secure **confidentiality among each other and personal integrity** as the most important part of our corporate culture.

- 1 I declare that to the best of my knowledge and belief, neither I, my spouse or an immediate member of my family, have received any commission, credit notes, payments, presents or other sums of money during the last twelve months totaling more than INR 2000,-- from, nor have drawn any material advantages, which are indirectly or directly related to my engagement with PM, from any persons, customers, suppliers, partner companies or allied companies, with whom I have been in contact since I have been engaged with PUTZMEISTER. Neither have I taken advantages in form of money, which are not allowed nor against the regulations from PM itself directly or indirectly, apart from the financial contributions agreed in writing.
- 2 Furthermore, I declare that to the best of my knowledge and belief, neither I, my spouse nor any immediate member of my family have wholly or in part been involved with any other company or business producing similar products or equipment to that of the Company. Neither has we been involved with businesses or persons regarding direct or indirect sales or manufacture of related plant or components, including representatives, contract firms or other firms, which supply our company with raw materials, other deliveries or services.
- 3 I also declare that, to the best of my knowledge and belief, I have not divulged any confidential information to unauthorized third persons, especially to competing companies. I am aware of the legal rulings regarding unfairness and disloyalty.
- 4 My thinking and acting conforms to integrity in appreciation and following the contents of PWB (PM World Book) and with business policies PM 1200 as laid down in their latest version and the 4 question probe as the PM trust formula. (http://www.karl-schlecht.de/ks/def_cophy_gb.htm)

Please put down exclusions from this agreement on a separate handwritten note attached to this document.

SIGNED _____ DATE _____

Please return to superior for filing in employee records.

Employee Details Form			
	Name		
	Designation		
Photo	Department		
	Qualification		
	Date of Birth		
	Date of Joining		
	Location		
	Contact details		
	Personal Email ID		
	Blood Group		
	Emergency Contact Number		
	Address in case of resident engineers		
	Family Details		
	Spouse		
	Kids		
Visiting Card	(For sales and Service)	Yes	No
Sim Card	(For Sales and Service)		

- Sim Card and Visiting Card is mandatory for Sales and Service Employees.

EMPLOYEE ORIENTATION CHECKLIST

Employee Information

Name:

Start Date:

Position:

Manager:

☐ **Group Guidelines**

- Donation Guidelines
- Antitrust Law
- Commission Guideline
- Partnership Based Conduct at Workplace
- Anti-Money Laundering Business Partner Due Diligence
- Signing Rules and Approval Policies

☐ **Code of Conduct**

☐ **Tone from the Top- Letter**

Local Guidelines

☐ **Review key policies**

- | | |
|------------------------------|---------------------------------|
| • Anti-sexual harassment | • Employee Reference Policy |
| • HIV Policy | • Leave Policy and Procedure |
| • Whistle Blowing Policy | • Putzmeister Scholarship |
| • Star Policy | Policy |
| • Grade System and Promotion | • Domestic Travel Policy |
| Policy | • International Travel Policy |
| • Putzmeister Car Scheme | • Own Vehicle Usage Policy |
| Policy | • Putzmeister Jubilee Policy |
| • Loan and Salary Advance | • Part Time Education Policy of |
| Policy | Employees |
| • Variable Pay and Increment | • Variable Pay and Increment |
| Policy | Policy |

- Voice & Data Policy
- IT Security Policy
- Password Policy

Administrative Procedures

- ☐ Review General Administrative Procedures
 - Office/Desk/Workstation
 - Telephone
 - Keys
 - Building access cards
 - Mail (incoming and outgoing)
 - Conference rooms
 - Shipping (FedEx, DHL, UPS)
 - Picture ID badges
 - Business Cards
 - Expense reports
 - Purchase requests
 - Office supplies

General Orientation

- ☐ Give introduction to department staff and key personnel during tour.
- ☐ Tour of facility, including:
 - Restrooms
 - Bulletin board
 - Kitchen
 - Mail rooms
 - Parking
 - Coffee/vending machines
 - Copy centers
 - Printers
 - Cafeteria
 - Fax machines
 - Office supplies
 - Emergency Exits

Position information

- ☐ Introductions to teams.
- ☐ Review initial job assignments and training plans.
- ☐ Review job description and performance expectations and standards.
- ☐ Review job schedule and hours
- ☐ Review payroll timing and policies and procedures.



Computers

☐ Hardware and software reviews, including:

- | | | |
|--------------------|------------|-------------------------|
| • Email | • Database | • Internet |
| • Microsoft office | • Intranet | • Data or shared drives |

☐ Filling up of forms & Declarations

☐ Conduct a general orientation

☐ **Environmental Health & Safety**

☐ I hereby declare that; the above orientation was conducted for me satisfactorily.

Employee Signature:

Date:

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	
6.	(a) Email ID: (b) Mobile No.:	
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9.	Previous employment details: [if Yes to 7 AND/OR 8 above] a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
	e) Pension Payment Order (PPO) No. (if issued)	
10.	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11.	KYC Details: (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:

Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - **(Post allotment of UAN)** The UAN allotted for the member is
 - **Please Tick the Appropriate Option:**
 - ☐ The KYC details of the above member in the UAN database
 - ☐ Have not been uploaded
 - ☐ Have been uploaded but not approved
 - ☐ Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - **Please Tick the Appropriate Option:-**
 - ☐ The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - ☐ As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment

FORM 'F'

See sub-rule (1) of Rule 6

Nomination

To,

(Give here name or description of the establishment with full address)

I, Shri/Shrimati/Kumari _____

(Name in full here)

whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is/are a member(s) of my family within the meaning of clause (h) of Section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act.
4. (a) My father/mother/parents is/are not dependent on me.
(b) My husband's father/mother/parents is/are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the _____ to the controlling authority in terms of the proviso to clause (h) of Section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee(s)		Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
(1)		(2)	(3)	(4)
1.				
2.				
3.				
So on.				

Statement

1. Name of employee in full _____
2. Sex _____
3. Religion _____
4. Whether unmarried/married/widow/widower _____
5. Department/Branch/Section where employed _____
6. Post held with Ticket No. or Serial No., if any _____
7. Date of appointment _____
8. Permanent address:
Village _____ Thana _____ Sub-division _____

Post Office _____ District _____ State _____

Place: _____

Signature/Thumb-impression of the
Employee

Date: _____

Declaration by Witnesses

Nomination signed/thumb-impressed before me

Name in full and full address of witnesses.

Signature of Witnesses.

1. _____

2. _____

1. _____
2. _____

Place: _____

Date: _____

Certificate by the Employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No., if any _____

Signature of the employer/Officer authorised
Designation

Date: _____

Name and address of the establishment or
rubber stamp thereof.

Acknowledgement by the Employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date: _____

Signature of the Employee

Note.—Strike out the words/paragraphs not applicable.

BACKGROUND VERIFICATION FORM

PERSONAL DETAILS:

Candidate Name			
Father Name			
Date of Birth		Mobile No.	
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Please tick ✓ the document submitted as proof:			
Aadhar <input type="checkbox"/>	Pan Card <input type="checkbox"/>	Passport <input type="checkbox"/>	Driving License <input type="checkbox"/> Election ID <input type="checkbox"/>

ADDRESS DETAILS:

Current Address: *	Period of stay (mm/yy)
	From
Land Mark	To
Alternative Contact Number:	
Permanent Address:	Period of stay (mm/yy)
	From
Land Mark	To
Alternative Contact Number	
Please tick ✓ the document submitted as proof:	
Aadhar <input type="checkbox"/>	Pan Card <input type="checkbox"/> Passport <input type="checkbox"/> Driving License <input type="checkbox"/> Election ID <input type="checkbox"/>

Private & Confidential



VOLTECH HR SERVICES PVT LTD

(ISO 9001:2008 Certified)

Voltech Eco Tower , No. 2/429, Mount Poonamalle Road,
 Ayyappanthangal, Chennai - 600 056. Tamilnadu, India.
 Ph: +91-44-43978000, +91-44-26790023, +91-44-26790040
 Email: hr@voltechgroup.com, jobs@voltechgroup.com
 Website: hr.voltechgroup.com, www.voltechgroup.com

ACADEMIC DETAILS: Highest

College Name & Address			
University Name & Address			
Course Name			
Academic Year	From	To	
Type of Course			
ID/Reg/ Roll. No			
Please tick <input checked="" type="checkbox"/> the document submitted as proof:			
Marksheet <input type="checkbox"/>	Provisional Certificate <input type="checkbox"/>	Degree Certificate <input type="checkbox"/>	Transfer Certificate <input type="checkbox"/>

EMPLOYMENT DETAILS: (Previous)

Employer Name			
Address			
Employment Date	From	To	Emp. Code
Designation			
Supervisor Name & Designation			Supervisor Contact details
Reason for Leaving			
Type of Position	Temporary <input type="checkbox"/>	Contractual <input type="checkbox"/>	
Agency Details (if Contract/ Temporary)			
First Drawn Salary		Last Drawn Salary	
Please tick <input checked="" type="checkbox"/> the document submitted as proof:			
Relieving Letter <input type="checkbox"/>	Service Certificate <input type="checkbox"/>	Offer Letter <input type="checkbox"/>	Any Other(Please Specify) <input type="checkbox"/>

Private & Confidential

**DECLARATION AND AUTHORIZATION:**

I certify that the statements made in this application are valid and complete to the best of my knowledge. I hereby consent and understand that if upon investigation, any of the information furnished by me is found to be false, incomplete, inaccurate or misleading, it will result in termination of my employment forthwith.

I hereby consent to and authorize Putzmeister /or of its subsidiaries/ affiliates/ any person, organization or any agency engaged by or acting on behalf of Putzmeister to carry out verification of the information presented by me in this application from and also to carry out my background verification including verification of my Address, contacting my present & past employers, formal and informal reference check, criminal records, my educational, employment and domiciliary details/records etc, for the purpose of confirming my suitability as an employee of the Company.

I also authorize and consent to Putzmeister to procure/receive an investigation report or consumer report in connection with such background/ pre-employment verification.

I shall allow access and provide with the full details of my previous records and other pertinent information connection with background verification/Pre-employment verification to Putzmeister / its affiliates. Subsidiaries and/or any Organization, Person's or agency on presenting this authority form executed by me.

I declare that I have read and understood the aforesaid statement and by my signature, I hereby record my full and free consent to the above statements.

I hereby attach the following document along with this application as,

Date:

Place:

Name:

Signature:

Private & Confidential

**VOLTECH HR SERVICES PVT LTD****(ISO 9001:2008 Certified)**

Voltech Eco Tower , No. 2/429, Mount Poonamalle Road,
Ayyappanthangal, Chennai - 600 056. Tamilnadu, India.
Ph: +91-44-43978000, +91-44-26790023, +91-44-26790040
Email: hr@voltechgroup.com, jobs@voltechgroup.com
Website: hr.voltechgroup.com, www.voltechgroup.com



Private & Confidential



VOLTECH HR SERVICES PVT LTD






















































































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Email: hr@voltechgroup.com, jobs@voltechgroup.com
Website: hr.voltechgroup.com, www.voltechgroup.com

VENDOR REGISTRATION FORM-EMPLOYEE

Vendor Code	
Date	
1) General	
Name of the Employee *	
Employee Code*	PI1237
Designation *	
Mobile	
E-mail *	
Reporting Person operations	
Mobile	
Phone	
E-mail *	
2)Factory Address	
Address	Putzmeister Concrete Machines Pvt Ltd
City	Verna
State	Goa
Country	India
Zip Code	403722
3) Registration& Payment	
PAN Number	
Name for Cheque Payment *	
IFSC Code*	
Name of the Bank *	
Account No. *	
Type of account (SB Or Current A/c)	
Bank Address*	



 HR-001P HR Procedure	 
 LG-900010-001 Domestic Travel Policy	 
 LG-900010-002 Own Vehicle Usage Policy	 
 LG-900010-003 Leave Policy and Procedures	 
 LG-900010-004 International Travel Policy	 
 LG-900010-005 Variable Pay and Increment Policy	 
 LG-900010-006 Employee Seperation Guidelines	 
 LG-900010-007 Employee Reference Policy	 
 LG-900010-008 Loan and Salary Advance Policy	 
 LG-900010-009 Putzmeister Car Scheme Policy	 
 LG-900010-010 Performance Appraisal - Appraisee Guideline	 
 LG-900010-011 Performance Appraisal - Appraiser Guideline	 
 LG-900010-012 Anti Sexual Harassment at Workplace Policy	 
 LG-900010-013 HIV Policy	 
 LG-900010-014 Part Time Education Policy for Employees	 
 LG-900010-015 Voice and Data Policy	 
 LG-900010-016 Putzmeister Jubilee Policy	 
 LG-900010-017 Putzmeister Stars Policy	 
 LG-900010-018 Whistle Blower Policy of Putzmeister	 
 LG-900010-019 Putzmeister Scholarship Policy	 
 LG-900010-020 Shift Allowance	 
 LG-900010-021 Manpower Planning & Recruitment	 
 LG-900010-022 HR Procedure	 
 LG-900010-023 Grievance Redressal Policy	 
 LG-900010-024 Equal Opportunity Policy	 
 LG-900010-025 Grade System and Promotion Policy	 
 LG-900010-026 Transgender Employee Policy	 
 LG-900010-027 Vehicle Requisition Guideline	 
 LG-900010-028 Guidelines for obtaining Visa_International ticketing	