



INJO TECHNICAL SERVICES

Office No. 44, Yugay Mangal Complex, Near ICICI Bank, Erandwane,

Pune – 411038, India. ☎ +91 20 2546 7250 / 51 / 2562 1283

Fax +91 20 2541 1633 Email: injotechindia@gmail.com Website: www.injotech.co.in

FREQUENTLY ASKED QUESTIONS

EMPLOYEES TO ADMINISTRATION

1. Where shall I be posted?

The Company Management shall decide the posting location in any part of India.

2. Can I change my Mobile Number?

It is advisable not to change your mobile No. as the same is linked with your Bank account, Aadhar Card and EPF account.

3. How do I check the mobile number linked with my Aadhar Card?

Go to the Aadhar website, <https://eaadhaar.uidai.gov.in/#/popup>, type in the Aadhar Number and generate OTP. If an OTP is received on the mobile, the mobile number has been linked to the Aadhar Card. If OTP is not received on the mobile, go to the e-seva Aadhar Kendra to complete the procedure. It usually takes 4 to 5 days for the Aadhar server to update the same. Acknowledgement slip to be taken from Aadhar Kendra.

4. Will I be required to go through a trial period?

Yes. All new joiners are required to go through a one-week trial period at either our Chikhali Lab, or at any other site.

5. What are my duty timings?

12 Hrs. duty in day & night shifts

6. What are the accommodation arrangements at Site?

Free Bachelor Accommodation is available at our sites.

7. What are the Transportation arrangements?

Free to & fro transportation is available from our company guest house to place of work. Most of the sites are provided with company vehicles.

8. What are the Mess/Food arrangements?

All the sites are having Mess facility which provides morning tea, break-fast, lunch & dinner. The cook is provided by Company. Alternatively, employees may have to arrange food arrangements from outside, in certain cases.

9. Who will pay my monthly Food / Mess bills?

Employees have to pay from their Stipend / Salary which is about Rs.1800/- +/- 15% p.m.

10. How much Cash should I carry while joining?

A minimum cash of Rs.6000/- would be required while joining. (Rs.2000/- towards mess advance, Rs.2000/- towards miscellaneous expenses & Rs.2000/- to purchase safety shoes, overalls, etc. The same shall be reimbursed after completion of a minimum of six (6) months service)



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11. How many Paid Leaves would I have?

- a. For trainees – first 6 months – NIL (Zero), Thereafter 25 days per annum
- b. For certified staff – 30 days per annum.

12. Who will sanction my Leave?

Leave will be sanctioned by the Site-In-charge (SIC).

13. How many days in advance shall I apply for the leave?

A minimum of 90 days in advance. Fill the leave application form available with SIC. Employees can go on leave only once their SIC sanctions their leave.

Make sure to re-join the duty on committed date. Failing to re-join duty on the committed date, would incur a fine of Rs.1000/- to Rs.3000/-.

14. Would I get to & fro travelling Expenses reimbursement for my yearly travel?

- a. For Trainees up to first six months – NO
- b. All others get it paid once in year with submission of relevant tickets & documents along with the attendance card.

15. When am I eligible for safety shoes & uniform?

After completion of a minimum of 6 months service. Till then, they have to be bought by self. Same shall be reimbursed after 6 months service.

16. How many times am I eligible for safety shoes & uniform?

Once in every year.

17. When am I supposed to submit my monthly expenses?

Along with same month attendance card, duly filled with proper dates, details, enclosure of tickets, bills etc. & signed by claimant & site in charge.

18. Who is supposed to fill the Expense Sheet?

Person who has made the expenses has to fill the sheet. No other person is allowed to fill the form on behalf of the person.

19. Whom shall I call if my monthly expenses are not received in my bank account by 25th of the month?

Employees to co-ordinate with their Site-In-charge & ask him to talk to accounts department on their behalf. No need to call office directly.

20. When I will get my Salary?

Salary will get remitted in the bank account between the 10th and 12th of every month, provided attendance card, duly filled, reaches the office on or before 30th of the month with signatures of employee & site in charge.



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21. I have received less Salary in my Bank Account, what shall I do?

Employees to meet their Site-In-Charge & explain him the calculation. Site-In-Charge in turn will talk to accounts department & try to resolve it. If still it does not get resolved, then call accounts department, after 15th of the month along with Site-In-Charge. Do not call directly to the account department.

22. Is ESIC & PF Facility available?

ESIC & PF facility is available to all the employees as per the Govt. rules & regulations. Ensure that name as per Aadhar Card, PAN Card and Bank Account is same.

23. How much is the ESIC/EPF cut from Salary?

- a. For Gross Salary up to Rs.15,000/- p.m. the EPF is mandatory & there is no alternative.
- b. ESIC Coverage & non-coverage area is decided by Govt. of India. If the site where employees are presently working is under ESIC coverage area then the ESIC will get deducted from their salary & there is no alternative

24. What is my EPF Number?

EPF number will be received within 60 days once EPF is deducted from Salary.

25. What is my ESIC Number?

ESIC number will be received within 60 days once ESIC gets deducted from Salary.

26. Who should open account with Bank of Maharashtra?

The Employee who is not having account in Bank of Maharashtra or SBI (State Bank of India) should open account with Bank of Maharashtra.

27. Who is eligible to open Bank Account in Bank of Maharashtra through Company?

The person having photo ID like Aadhar Card, Election/Voter I.D. Card is eligible to open account in Bank of Maharashtra.

28. How much time does it take to open Bank of Maharashtra account?

In normal case it takes 12 weeks (approx. 3 months) by Bank of Maharashtra to open a new Account.

29. I am having my account with SBI (State Bank of India), would I still have to open an account with Bank of Maharashtra?

Employees having accounts in State Bank of India **do not require** to open new account with Bank of Maharashtra.

30. How is the salary calculated?

Salary month starts from 26th of every month and ends on 25th of the subsequent month.



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31. How will my attendance be maintained?

On the basis of Biometric Time Attendance System or mobile app only. In spite of this, the attendance card needs to be signed as per Govt. rules.

32. When will my salary be increased?

After completion of 6 to 8 months of working, employees have to appear for the test. After successfully passing the test, salary shall be increased to the next level.

33. What will happen if my test is not good?

Employees will be given 2 to 3 months additional time by the SIC to prepare. However, Salary increment will get delayed till that time.

34. Who should keep the leave record?

All Site In-charges should keep Leave Records at their site in addition to be kept by H.O.

35. When does the year start and end?

- a. Year starts on 1st April every year.
- b. Year ends on 31st March every year.

36. Where should the expenses done by the other person be written?

If advance for expenses/tour is booked from site in charge or any person, it should be written on expense sheet.

37. How should the expense sheet be filled?

The expense sheet to be filled, in readable handwriting, in either English or Hindi. Any follow up or query regarding expenses should be asked to site in charge only.

38. What should be the minimum balance kept in Bank Account?

A minimum balance of Rs.1,500/- is to be maintained to enjoy ATM facility from your Bank.

39. When should I call office, if my salary has not got credited in my Bank Account?

Employees should not call office for any salary enquiry. Site Incharge/RSO to should call office on employees' behalf.

40. What will happen if I call directly to office regarding my salary?

A fine of Rs 500/- shall be charged for each call.

41. What are the requirements for Income Tax PAN Card and 2 & 4 Wheeler Driving License?

Employees should apply for PAN Card & 4 Wheeler Driving License when they go back to their native place for the first vacation. A copy of Income Tax PAN Card & Driving License is to be submitted to the office within 12 months from joining date. 50% of the cost of learning the vehicle for getting the driving License with a maximum up to Rs.2,000/-, shall be refunded, after the submission of a copy of permanent driving license.



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42. When do I get my TLD?

After 6 to 8 months of joining, and after submission of all original documents to office viz.,
Original Mark sheets & Passing Certificates and Photo Id.

43. When am I eligible for BARC Level – I course?

Minimum 8 to 10 months after TLD enrollment

44. What are Office Timings & Phone numbers?

Phone No. : 020-2546 7250 / 2546 7251, Time: 9.30 AM to 06.00 PM

Saturday – Half Day, Sunday – Weekly Off.