

EMPLOYEE WELFARE MEASURES

EMPLOYEE BENEFIT:

1. It is always better to upgrade your knowledge/ qualification any staff upgrading their qualification should take prior permission from HR department and for upgrading your knowledge/ qualification upto Rs. 9000/- per annum fee would be reimbursed by the organization. But if the employee leaves the organization within 2 years the same will be recovered from his full & final settlement.
2. Any employee upgrading any course from any institution of Lingaya's group can make the payment of course fees from their monthly salary in installments. However after completion of course in the same form the installments of monthly salary fees paid will be reimbursed this is subject to employees continuous services with organization at least for 1 year after receiving the reimbursed amount.
3. In case wards of staff is studying in the academy they are entitled for 25% scholarship in tuition fee and fee to be paid month wise out of salary account .
4. Group Med claim – It is mandatory for all employees to be part of group mediclaim policy and for this subsidize premium of 33% will be paid by company but if employee resigns within 2 yrs the same will be deducted from his full & final settlement.
5. For Women employees if their ward is unwell and the wards age is less than 12 years of age 1 day leave quarterly from sick leave entitled (9) can be availed.
6. In case of women if their ward is less than 12 years of age the employees can bring their ward to school on non teaching days.
7. Earned leave for up to 10 days, Casual leave for 8 days, and Vacation leave for 24 days
8. Study leave for up to 3 years
9. Duty Leave upto 9 days

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10. Sabbatical for max of 2 years in the entire career
11. 26 week of Maternity leave
12. Employee Referral :
 - An employee desirous of referring a candidate can do so by filling the Employee Referral Form .
 - After the referred employee has been confirmed on company's rolls the employee who had referred him/her for such role will be eligible for referral amount.
 - The referral amount payable under the Employee Referral Program shall be Rs.2,000/- per candidate referred. At the time of disbursal of amount, the concern staff who has referred a candidate has to be under employment of the company and should not be serving notice period or resigned.

Medical Insurance Card

NAME. Mr Saurabh Kumar Jha		digit
GROUP NAME LINGAYA'S SOCIETY		
DOB 02-Feb-1995	RELATIONSHIP Self	POLICY NUMBER D097195335
MEMBER ID N075435323144020	EMP CODE 148	VALID UPTO 06-Mar-2024
TPA Name GO DIGIT GENERAL INSURANCE LIMITED		Toll Free Number 1800-258-4242

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