



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Procedure for Joining of New Employees	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

This SOP gives methodology and guidelines to new employees.

2.0 SCOPE:

This SOP is applicable for all new employees at

3.0 RESPONSIBILITY:

3.1 Personnel Officer/Supervisor Administration.

4.0 ACCOUNTABILITY:

Head - Human Resources

5.0 PROCEDURE:

5.1 General conditions.

Information regarding the joining of new employees is getting from HR/Plant Manager/Department Head.

5.2 Work Procedure for Joining New Employees.

5.2.1 On the first of new employee ensure that all the necessary certificates, proofs are submitted.

5.2.2 Ensure that he has passed pre-employment medical test.

5.2.3 Give him the induction, this includes timing of duty i.e. bus timings, card punching, linen, Lunch/ tea timings, leave rules, salary date, locations of various department, after that along with the induction form take him upto his department head.

5.2.4 The further induction will be completed by department head and completed form will come back on the next day.

5.3 Acceptance criteria

5.3.1 New employees knowing Duty, bus, lunch/teatime.

5.3.2 Knowing leave rules, salary date, department location.



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6.0 ANNEXURES:

Nil

7.0 REFERENCES (S);

In House

8.0 GLOSSARY:

SOP: Standard Operating procedure