

KUMBHAT AND CO LLP

Chartered Accountants

HR POLICY - KUMBHAT AND CO LLP

Objective:

To establish guidelines for managing employees and apprentices at Kumbhat and Co LLP, ensuring fair practices, growth, and compliance with labour laws.

2. Scope:

Applies to all employees and apprentices of Kumbhat and Co LLP.

3. Employment Terms:

Employees: Full-time governed by appointment letters and this policy.

Apprentices/Articled Clerks: Engaged under the Institute of Chartered Accountants of India (ICAI) or The Institute of Cost Accountants of India (ICMAI).

4. Key Policies:

Probation: 3 months for employees (extendable).

- Leave: As per Branch/Office rules (employees: earned leave, sick leave; apprentices: as per stipend terms).
- Working Hours: As per labour laws (max 8 hours/day, 48 hours/week).
- Welfare: Compliance with labour laws (safety, health, welfare facilities).
- Gifts & Hospitality: Prior approval needed for accepting gifts from clients/vendors.

5. Code of Conduct:

Professionalism: Maintain integrity, honesty, and confidentiality.

- Compliance: Adhere to laws (ICAI, labour laws, etc.).
- Respect: Treat colleagues, clients with respect; no harassment/discrimination.
- Conflict of Interest: Avoid conflicts; disclose if any.
- Company Assets: Use responsibly; maintain confidentiality.

6. Apprentices/Articled Clerks-

Duration: As per articleship agreement

Stipend: Minimum as applicable under ICAI or ICMAI Rules.

Evaluation: Regular feedback for skill improvement.

7. Grievance Redressal:

Employees/apprentices can raise concerns to Partner or a designated person.

8. Termination:

Employees: Notice period (1-3 months) or as per appointment letter.

Apprentices/Articled Clerks: As per agreement terms.

9. Review of Policy:

The policy shall be reviewed annually or as needed.

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General Instructions

Mail Discipline - All office communication should be over official mail id allocated to the team member, every team member should update signature in all mail communication. Signature Instructions -In designation field, please enter your respective designation depending on the year of articleship or Paid assistant if articleship is completed, also update your mobile number in every mail communication - Refer below specimen signature

Sincerely,
Priya Bhansali
Partner

Your Name

*

KUMBHAT AND CO LLP

Chartered Accountants

www.kumbhatco.in

LLPIN: ACI-9456

Phone: 9442635213

Your Number

*Articled to put as Articled Assistant / Audit Assistant as per the designation allotted by office

OfficeTime

- Shall be as per respective office policy. Penal deduction if any shall be as per the respective office policy.
- Team has to adopt office timings of client for which the team member is deployed for - Eg : during client deployment if Client works from 8 am to 5 the team member shall adhere to the same
- If deployed at client location - Attendance to be communicated through mail /Digisme once you reach the client place, if not communicated same shall be considered as leave.
- Second Saturday of the month shall be a holiday except during peak tax audit season.
- Firm does not promote work from home. Mail approval to be documented from partner in charge in exceptional scenario.
- Tea / Coffee breaks shall be capped at 15 Mins
- Lunch timings shall be capped at 30 Mins

Time Sheet related Instructions

- Update Attendance on Digi SME App.
 - Time sheet on the portal to be updated on daily basis and the same should reflect in the diary, Updating of timesheets do not form part of office hours.
 - Time sheet shall be submitted every Saturday EOD for the work done until Saturday.
 - Any difficulty in filling of time sheet to be intimated over mail.
- Note :** Time sheets can be updated even through smart phones.

Weekly/Work Register related Instructions

- The time entered in the In time and Out time fields should reflect in the diary - Work register
- Please submit work registers extracted from time sheet from the portal along with expense reimbursements latest by 4th of the following month.
- Diaries should be filled neatly with detailed description of the work done on a daily basis.
- Payments will be processed only on submission of the diary along with work register to reporting partner/Manager

Reimbursements of Travel and Food Expenses

Local Conveyance - Petrol allowance:

- Can be claimed for the distance travelled from residence to client or office to client, whichever is lower.
- Allowance of Rs 4/- per km for bike Rs.10/- for Car shall be reimbursed.
- It is **MANDATORY** to use a helmet/seat belt.
- Toll Expenses shall be approved only on submission of respective invoice
- No Reimbursement for to and fro to office and home

Local Conveyance - Bus Ticket Expenses:

- Can be reimbursed at actuals only on submission of tickets
- Optimum planning of travel is advised. Maximum usage of public transport to be done

Local Conveyance Cab/Auto expenses:

- Can be reimbursed on case to case basis.
- Please take spot approvals for the same over Phone or WhatsApp or SMS
- It is compulsory to take photo copy of the thermal bills immediately

Local Food Expenses:

- No Food expenses shall be reimbursed for visiting client within city limits,
- Late night food expenses could be reimbursed if you reach your destination / residence beyond 9.00 pm
- Early morning travel and breakfast - could be reimbursed only if the team is required to start from your residence before 7.30 am
- Guideline for food reimbursement to be Breakfast - 100 Rs / 200 Lunch / 200 For Dinner/ per person

Outstation Expenses:

- Travel vouchers with Supporting to be submitted within 2 days of returning from outstation audits
- For Outstation travel, Food reimbursement will be restricted to Rs.400/- per person per day or actuals which ever is lower. All claims to be supported by bills.
- Hard copy invoices and travel tickets to be submitted and made billing ready to the client

Outstation allowance:

- For assignments **requiring overnight stay will be decided by the partner in charge.**
- Going to nearby cities - Annur and Tirupur etc will not be considered outstation

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Note : 1. Preparing the expense statement for the assignment lies with the lead auditor, lead auditor shall ensure he consolidates expenses for all the team members and make billing ready and courier the same to client, he may take help of his team member though.

2. All the expenses for bank audits should be shared along with the final report.

3. Expense reimbursement shall be subject to client approval for expenses. Any short approval by client for want of documents/Supporting shall be reviewed by reporting partner/ Manager

4. Genuineness of expense to be checked by every staff, make diligent decision at the time of incurring the expense.

Leaves Paid Staff

General:

- Any leave required must have approval of the partners, one week prior

- 1 day paid Menses Leave for Female Staff will be considered on case-to-case basis
- Paid employees eligible for 12 days/21 days (as per practice of the respective office) in a calendar year as casual leave but at no point will exceed 3 days together. The CL is not allowed to be carried forward.

Holidays

General:

- Any other holiday will be at the discretion of partners, below are indicative list of 10 Public and Festive holiday. Reporting partner may consider changes based on team requirement.

Public/Festival holidays:

- 1 Day for Pongal
- 1 Day for Republic Day
- 1 Day for Independence Day
- 1 Day for Gandhi Jayanti
- 1 Day for Dussehra
- 2 Days for Diwali
- 3 Days based on local festival approved by reporting partner