|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Title** | Requirement Collection of PaperLess GMP Upto Planning Department. | | |
| **Date of Meeting** | 6/01/2025 | **Time** | 11.00 AM – 6.00 PM |
| **Meeting Mode** | At Saipro Plant | | |
| **Meeting Called by** | Saipro Team (Mr. Rushikesh) | **Meeting Location** | Saipro Industries Pune |
| **Meeting With** | GMP Team (Miss. Nikita, Miss. Surbhi ) | **Meeting Attended by** | Saipro Team  Mr. Rushikesh ) |

|  |  |  |  |
| --- | --- | --- | --- |
| **SR.NO** | **DEPARTMENT** | **POINTS DISCUSS** | **Justification/ Remark by GMP Team** |
| **1.** | **HR** | **1.** **Justification For recruitment field is not mandatory.** | 1. **Can be done** |
|  |  | **2.** **Job Specification/Details not mandatory** | 1. **Can be done** |
|  |  | **3.** **.interview from - change name as interviwer form/Second Round** | 1. **Can be done** |
|  | **4.** **final round change name as salaray to gross salary** | **4. Can be done** |
|  | **5.** **offer letter add PT(200)** |  |
|  | **6.** **medicailm -(5000) - all annexure** |  |
|  | **7.** **yearly paid leave --gross/26\*(16)- leave** |  |
|  | **8.** **.at the time of offer letter need date of joining** |  |
|  | **9.** **yearly paid 16 paid leave metion in pdf** |  |
|  | **10.** **ESIC if gross is lessthan 21000 ESIC is applicable (monthly(0.75))(annual(3.75))** |  |
|  | **11.** **in offer letter pdf need login wise signature(below yours sincerely)** |  |
|  | **12.** **company laibility- PF/ESIC(mannual) All (year)** |  |
|  | **13.** **joining report employee code not need** |  |
|  | **14.** **location need dropdown -- pringute factory, corporate office** |  |
|  | **15.** **employee form approval not need** |  |
|  | **16.** **employee form and annexure in one frame** |  |
|  | **17.** **increment format sent to them** |  |
|  | **18.** **individual attendence - need to upload inbulk** |  |
|  | **19.** **OT applicable or not (need to add in employee form)** |  |
|  | **20.** **Payroll stucture they sent to me** |  |
|  | **21.** **salary payslip /download** |  |
|  | **22.** **Training flow** |  |
|  | **23.** **employee wise leave (need to add in employee form)** |  |
|  | **24.** **labour management -- annexure** |  |
|  | **25.** **360' apprisal (HR-MD-Log)** |  |
|  | **26.** **resignation flow** |  |
|  | **27.** **exit interview format they sent** |  |
|  | **28.** **experience letter format they sent** |  |
|  | **29.** **letter and notice format they sent** |  |
| **Admin** | **30.** **month and year -- bills from cotractor** |  |
|  | **31.** **selection for bill from contractor** |  |
|  | **32.** **floor cleaning change name as area cleaning** |  |
|  | **33.** **Factory hygiene report - Add fly killer machines** |  |
|  |  | **34.** **toilet cleaning - urinal gutter,toilet block-remove,free from odour,water available,hand dryer** |  |
|  |  | **35.** **ETP log time** |  |
|  |  | **36.** **scrap management- its sentfor verification** |  |
|  |  | **37.** **pest control sign - tecnician sign** |  |
|  |  | **38.** |  |
|  | **Remark by GMP Team/Saipro Team** | |  |