# Compensation & Salary Administration Policy - India

## 1. Purpose

To define the framework for fair, transparent, and legally compliant salary administration for employees.

## 2. Scope

This policy applies to all employees — permanent, probationary, contractual, and interns — eligible for compensation through the company payroll system.

## 3. Salary Structure

- Basic Pay, HRA, Allowances, and Benefits as per company policy.
- Structured in compliance with Indian labor and tax laws.

## 4. Payroll Frequency & Payment

- Monthly salary will be paid on or before the 7th of the following month.
- Payment will be made via bank transfer to registered employee accounts.

## 5. Overtime & Statutory Compliance

- Overtime (if applicable) will be compensated as per the Factories Act / Shops & Establishments Act.
- PF, ESI, Gratuity, and Professional Tax deductions will be made in compliance with statutory norms.

## 6. Salary Revisions & Increments

- Annual increments will be performance-based and aligned with the appraisal cycle.
- Salary revisions will also consider market benchmarks and company financials.

## 7. Deductions

- Statutory deductions include TDS, PF, ESI, and Professional Tax.
- Other deductions may include loans, salary advances, or penalties (if applicable).

## 8. Bonus & Incentives

- Performance-based bonuses or incentives may be provided as per company policy.
- Statutory bonuses will be provided in compliance with the Payment of Bonus Act, 1965.

## 9. Full & Final Settlement

- Upon resignation or termination, employees will receive pending salary, leave encashment, and gratuity as applicable.
- Any pending loans or advances will be adjusted before final settlement.

## 10. Review & Amendments

This policy will be reviewed annually and updated as per statutory changes, market practices, or organizational needs.