

CEIGALL INDIA LIMITED

POLICY FOR SKILL DEVELOPMENT

1. Purpose:

The primary objective of the policy ('this Policy') is to provide guidelines for selection of the relevant programs which may be on upgradation of knowledge, skill development, networking, industry knowledge, compliance requirements and other related matters, expected outcome of attending such programmes and to ensure they are aligned with the organizational goals. The purpose of this Policy is to facilitate enhancement in the leadership qualities, strategy, supervision and accountability of the persons covered under this Policy, with a view of achieving greater level of performance on a sustained basis in the best interest of the organisation and other stakeholders.

2. Eligibility criteria:

All the Directors, Key Managerial Personnel (KMP) and Senior Management Persons (SMP) of the Company based on their role, experience, knowledge, expertise and relevant department/business unit shall be covered under this Policy and shall be eligible to attend various programmes on behalf of the Company.

“Senior Management” for the purpose of this Policy shall mean officers and personnel of the Company who are members of its core management team excluding the Board of Directors and shall also comprise all members of the management one level below the Chief Executive Officer and shall specifically include the Functional Heads and the Company Secretary and the Chief Financial Officer.

3. Eligible programs:

As per this Policy, the following types of programmes (including online/digital programmes) shall be considered eligible and covered under this Policy:

- Conferences
- Seminars
- Leadership Programmes
- Skill Development Programmes
- Industry based Programmes
- Statutory / Compliance related Programmes
- Training workshops / specialized courses
- Any other relevant programmes

4. Approval and Programme Registration:

A written request shall be submitted by the concerned person who is willing to attend any eligible programme under this Policy, clearly outline the brief details of the programme including the topic of the programme, location, duration, programme fee, advantage and impact of the programme on the attendee and organisation etc. at least 7 days in advance from the date of the proposed programmes.

In case of any KMP and/or SMP is willing to attend any programme the request is required to be made to his/her Reporting Head followed by approval of the Managing Director of the Company. In case if any director is willing to attend any programme, written request to be made to the Board of Directors/ Management Committee for the approval.

5. Budget and Expenses:

The Company shall allocate an annual budget of INR 3,00,00,000/- (Rupees Three Crore only) to fund the expenditure related to attending various eligible programmes by eligible persons as defined in this policy, which shall include the programme registration fees and other related expenses such as travel cost, local conveyance, boarding and lodging etc. which shall be borne by the company.

6. Knowledge sharing and Reporting:

The person(s) attending the programme, shall have the responsibility of sharing of knowledge and information including reports/documents received from attending the program, with the concerned persons/department within the organization.

7. Action planning:

The concerned department on the basis of the information/ documents received shall prepare the necessary action plans, to apply the knowledge gained to improve organizational performance in the interest of the Company.

8. Policy Review / Evaluation:

This policy is subject to periodic review and evaluation by the Board or Management Committee and may only be amended by a resolution of the Board / Management Committee.
