

THE NEWS LETTER

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Director's Message,

Dear Team Members,



As we continue to grow and adapt in our ever-evolving industry, I want to express my gratitude for your dedication and hard work. Your commitment to excellence and collaboration is what drives our success. Let's keep embracing new challenges with enthusiasm and stay focused on delivering the best results for our clients. Together, we can achieve great things and build a

Our progress is a direct result of your efforts and commitment to excellence. As we navigate new challenges and opportunities, let's continue to support each other and stay aligned with our shared goals. Remember, every contribution you make brings us closer to our vision. I'm confident that with our collective drive, we'll reach new heights. Keep up the great work!"

-Shreehari Kalakeri.

Corporate News:

We are excited to announce that our organization will be implementing an Information Security Management System (ISMS) to enhance our information security practices and protect our valuable data assets.

What is ISMS?

The ISMS is a systematic approach to managing sensitive company information, ensuring its confidentiality, integrity, and availability. It involves a set of policies, procedures, and controls designed to manage and mitigate information security risks.

Why Are We Implementing ISMS?

The primary goals of implementing the ISMS are to:

- Protect our information and data from security threats and breaches.
- Ensure compliance with relevant laws, regulations, and industry standards.
- Improve our overall information security posture.
- Build trust with our clients, partners, and stakeholders by demonstrating our commitment to information security.

What Does This Mean for You?

As we roll out the ISMS, you will see several changes and initiatives, including:

- **New Policies and Procedures:** You will be introduced to new information security policies and procedures. Training sessions will be conducted to ensure you understand these changes.
- **Enhanced Security Measures:** There may be updates to how we handle data, access systems, and manage security incidents.
- **Ongoing Training and Awareness:** We will provide regular training to help you stay informed about information security best practices and your role in maintaining security.

Your Role in ISMS.

Each of you plays a crucial role in the success of our ISMS. Your participation and adherence to new security policies and practices will help us achieve our security objectives. We encourage you to:

- **Stay Informed:** Attend the upcoming training sessions and read any materials provided.
- **Follow Procedures:** Adhere to the new policies and procedures related to information security.
- **Report Issues:** Promptly report any security incidents or concerns to our IT or security team.

TRAINING SESSION ON ISMS & Employee NDA Document:

This centrally managed framework enables to manage, monitor, review and improve information security practices in one place.

It contains policies, procedures and controls designed to meet the three objectives of information security, also known as the 'CIA triad':

1. **Confidentiality** – making sure only authorised people and devices can access the data.
2. **Integrity** – keeping data accurate and complete.
3. **Availability** – making sure data can be accessed when you need it.

The Glimpse of the Training Session held at our Pune office:

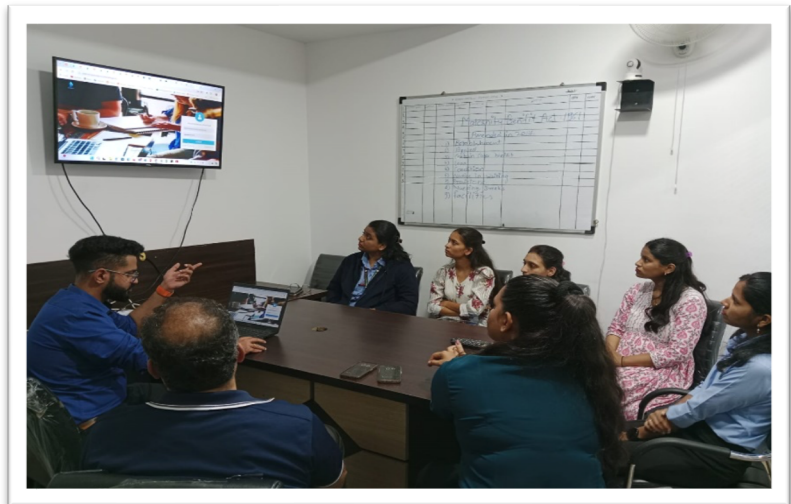


TRAINING SESSION FOR HR DEPARTMENT ON NAUKRI:

To enhance the skills our management have organized training session to our HR Department at our Pune Office.

The topics of the training as given below:

1. Master efficient search techniques with skill-based filtering.
2. Save time with automatic 'Recent Searches' tracking.
3. Leverage mass mail and analyze campaigns with our Mail Center.
4. Access Resdex features easily with the Quick Action Panel.
5. Stay agile with the Recruiter App for on-the-go recruitment management.



HR INTERACTION SECISION:

Appreciation given to the employees who have given their outstanding performance for the last month. And have celebrated the Birthday Celebration (Monthly) at both locations Pune and NCR.

Glimpse of the celebrations as follows.



Knowledge Sharing:

Topic: THE PROVIDENT FUNDS ACT, 1925 ACTNO. 19 OF 1925.

1. Definitions: In this Act, unless there is anything repugnant in the subject or context

- (a) “compulsory deposit” means a subscription to, or deposit in, a Provident Fund which, under the rules of the Fund, is not, until the happening of some specified contingency, repayable on demand otherwise than for the purpose of the payment of, premia in respect of a policy of life insurance, 5 [or the payment of subscriptions or premia in respect of a family pension fund], and includes any contribution 6 *** and any interest or increment which has accrued under the rules of the fund on any such subscription, deposit or contribution, and also any such subscription, deposit, contribution, interest or increment remaining to the credit of the subscriber or depositor after the happening of any such contingency
- (b) “contribution” means any amount credited in a Provident Fund, by 7 [any authority administering the Fund], by way of addition to, 8 [a subscription to, or deposit or balance at the credit of an individual account in,] the Fund; and “contributory Provident Fund” means a Provident Fund the rules of which provide for the crediting of contributions
- (c) “dependent” means any of the following relatives of - a deceased subscriber to, or a depositor in, a Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and, where no parent of the subscriber or depositor is alive, a paternal grand-parent
- (d) “Government Provident Fund” means a Provident Fund, other than a Railway Provident Fund, constituted by the authority of 9 [the Secretary of State, the Central Government, the Crown Representative or any State Government] for any class or classes of 1 [persons in the service of the Government] or 2 [of persons employed in educational institutions or employed by bodies existing solely for educational purposes], 3 [and references in this Act to the Government shall be construed accordingly].
- (e) “Provident Fund” means a fund in which subscriptions or deposits of any class, or classes of employees are received and held on their individual accounts, and includes any contributions 4 *** and any interest or increment accruing on such subscriptions, deposits or contributions under the rules of the Fund
- (f) “Railway administration” means—
 - (i) any company administering a railway or tramway in 6 [any part of India] either under a special Act of Parliament 7 [of the United Kingdom] or an Indian law, or under contract with the Government, or
 - (ii) the manager of any railway or tramway administered by the Central Government] or by a State Government and includes, in any case referred to in sub-clause (ii) the 8 [Central Government] or the. State Government, as the case may be]
- (g) “Railway Provident Fund” means a Provident Fund constituted by the authority of a railway administration for any class or classes of its employees.

2. Protection of compulsory deposits:

- (1) A compulsory deposit in any Government or Railway Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the Official Assignee nor any receiver appointed under the Provincial Insolvency Act, 1920 (5 of 1920), shall be entitled to, or have any claim on, any such compulsory deposit
- (2) Any sum standing to the credit of any subscriber to, or depositor in, any such Fund at the time of his decease and payable under the rules of the Fund to any dependant of the subscriber or depositor, or to such person as may be authorised by law to receive payment on his behalf, shall, subject to any deduction authorized by this Act and, save where the dependant is the widow or child of the subscriber or depositor, subject also to the rights of an assignee under an assignment made before the commencement of this Act, vest in the dependant, and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependant before the death of the subscriber or depositor.

3. Provisions regarding re-payments

- (1) When under the rules of any Government or Railway Provident Fund the sum standing to the credit of any subscriber or depositor, or the balance thereof after the making of any deduction authorised by this Act, has become payable, the officer whose duty is to make the payment shall pay the sum or balance, as the case may be, to the subscriber or depositor, or, if he is dead, shall—
 - (a) if the sum or balance, or any part thereof, vests in a dependant under the provisions of section 3, pay the same to the dependant or to such person as may be authorised by law to receive payment on his behalf; or
 - (b) if the whole sum or balance, as the case may be, does not exceed five thousand rupees, pay the same, or any part thereof, which is not payable under clause (a) to any person nominated to receive it under the rules of the Fund, or, if no person is so nominated, to any person appearing to him to be otherwise entitled to receive it; or

4. Rights of nominees

- (1) Notwithstanding anything contained in any law for the time being in force or in any disposition, whether testamentary or otherwise, by a subscriber to, or depositor in, a Government or Railway Provident Fund of the sum standing to his credit in the Fund, or of any part thereof, where any nomination, duly made in accordance with the rules of the Fund, purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber or depositor occurring before the sum has become payable or before the sum, having become payable, has been paid, the said

person shall, on the death as aforesaid of the subscriber or depositor, become entitled, to the exclusion of all other persons, to receive such sum or part thereof, as the case may be, unless—

- (a) such nomination is at any time varied by another nomination made in like manner or expressly cancelled by notice given in the manner and to the authority prescribed by those rules, or
 - (b) such nomination at any time becomes invalid by reason of the happening of some contingency specified therein,— and if the said person predeceases the subscriber or depositor, the nomination shall, so far as it relates to the right conferred upon the said person, become void and of no effect: Provided that where provision has been duly made in the nomination in accordance with the rules of the Fund, conferring upon some other person such right in the stead of the person deceased, such right shall, upon the decease as aforesaid of the said person, pass to such other person.]
- (2) Notwithstanding anything contained in 1 [the Indian Succession Act, 1925 (39 of 1925)] or the Bombay Regulation VIII of 1827, any 2 [person, who becomes entitled as aforesaid, may be granted] a certificate-under that Act, or that Regulation, as the case may be, entitling him to receive payment of such sum or part, and such certificate shall not be deemed to be invalidated or superseded by any grant to any other person of probate or letters of administration to the estate of the deceased.
- (3) The provisions of this section as amended by sub-section (1) of section 2 of the Provident Funds (Amendment) Act, 1946 (11 of 1946), shall apply also to all such nominations made before the date of the commencement of that Act: Provided that the provisions of this section as so amended shall not operate to affect any case, in which before the said date any sum has been paid, or has under the rules of the Fund become payable in pursuance of any nomination duly made in accordance with those rules.]