

PHARMED/HR/JOB RESPONSIBILITY FORM/2025-26

DATED: APRIL 01, 2025

Name :
 Designation : Officer - HR
 Date of Joining :
 Department : Human Resources

Job Purpose : Field HR Operations – Magnum Division

Job Responsibilities:

1. Pharma Field-HR Activities:

1.1. Manpower List and Organogram Updates:

- Timely updating of the manpower list and master organogram.
- Distribute updated manpower and field staff address files to relevant departments every seven days.

1.2. Recruitment Document Verification, Offer Letter Issuance and Employee Onboarding:

- Ensuring prompt and thorough verification of new recruitment documents under statutory obligations and our internal recruitment guidelines including preferred Company experience, interview participation etc.
- Exercising prudence in salary negotiations to effectively manage and reduce administrative costs.
- Committing to the issuance of offer letters on the same day as the completion of document verification, streamlining the onboarding process for new hires. Process Ongrid background verification & pre-employment health check-up.
- Transmitting newly joined employee details to the Training team.
- Ensuring participation in the orientation / Induction programmes both virtual and physical.

1.3. Employment Application Collection and Appointment Letter Issuance:

- Coordinating with Zonal Officers and Managers for collecting employment applications.
- Issuing appointment letters within seven days of the date of joining.
- Ensure that all the original Office copies of appointment letters must be signed by the employee, collected and kept in respective personal files.

1.4. IT Coordination and Equipment Provision:

- Initiating requests to IT for Email IDs, laptops, and iPads.
- Sending iPad agreement and collecting signed agreement/acknowledgements copies from employees.
- Coordinating iPad-related matters.

1.5. Service Confirmation, Performance Appraisal, Increment Processing and Review:

- Timely sending of recommendation forms to managers.
- Identify employees due to confirmation and send confirmation/extension to the relevant managers monthly. Collect the completed forms and issue letters according to the recommendations.
- Quarterly processing of field increments based on Performance Appraisal forms.
- Quarterly increments processing and review with BDM, GM, VPs, and Director of Operations.
- Submitting increments, promotions, and transfer information to payroll by the 21st day of each month.
- Sending increment letters to all zonal offices in the first week of every month.

1.6. Leave Reconciliation and Payroll Information:

- Monthly reconciliation of leave details in the FF Reporting system.
- Providing new join and attendance details to payroll on the 21st day of each month.
- Provide the salary hold list by the 25th of each month or as per payroll requirements.
- ERRS: Provide the Reference Bonus, Marriage gifts, Long Service Awards, and Individual Medical Insurance reimbursement payable information to payroll by the 25th of each month or as per payroll requirements.

1.7. Employee Relations and Administrative Tasks:

- Sending daily birthday wishes.
- Sending Resignation acknowledgement email within 24 hours of receiving resignation communication.
- Conducting exit interviews and facilitating the return of company properties.

1.8. HR-MIS Updates and Data Management:

- Daily updates of HR-MIS files, including new hires, resignations, vacancy lists, man-days lost, birthday lists, mailing addresses and email IDs.

1.9. Insurance Claims: Coordinating for Group Personal Accident (GPA), GTL and Group Medclaim Policy claims.

1.10. Legal Cases: Coordinating for legal issues cases and updating the case files and summaries up to date.

2. Offboarding:

- Upon receipt of an employee's resignation, gather comments from their manager regarding the resignation. This could include reasons for departure, performance feedback, and any other relevant information.
- Conduct an exit interview to discuss the reasons for resignation and gather constructive feedback from the departing employee.
- Provide the employee with a formal acknowledgement of their resignation. Include details about exit formalities and procedures, outlining the steps they need to follow during their departure.
- Coordinate the return of company property such as iPads, laptops, samples, literature, brand reminders, etc. Communicate the process and deadlines for the handover.
- Send a formal request to the IT team and SFE team to block the employee's access to official email accounts and other relevant systems to protect sensitive information and ensure a clean break from company resources.
- Send a formal request to relevant departments to cease communications with the resigned employee.
- Ensure all necessary relieving procedures are completed, including documentation and signatures.
- Ensure all relevant documentation, including clearance procedures and final paperwork, is completed accurately and in a timely manner.

3. Magnum Full & Final Settlement-Ensure that Full and Final settlements are processed on time:

- Follow up with resigned employees to obtain Company Properties and No Objection Certificates (NOC) for settling their accounts.
- Verify and track unutilized samples, brand reminders, and promotional input details of resigned employees.
- Coordinate with various departments to obtain clearance before preparing settlement workings.
- Obtain necessary signatures on settlement documents.
- Hand over files to the Accounts department for accounting and initiate the payment.
- Send requests to the Legal department for payment of Gratuity.
- Maintain accurate records of settlement-related activities, including Company Properties, NOCs, and clearance details.
- Handle recoverable settlement letters and reminders via Registered Post.
- Communication: Send settlement disbursement information to the resigned employees, respective Managers and Zonal Offices.
- Maintain settlement-related records for annual audits and inspections.
- Manage settlements Management Information System (MIS) in Excel spreadsheets.

4. Personal Files / Record Keeping:

- Ensuring accurate and up-to-date maintenance of personal files for MAGNUM Field staff is crucial, requiring continuous management and timely updates for pertinent changes in personnel information.
- Ensuring important documents and resigned employees' files, must be scanned and uploaded to the Document Management System (DMS) before dispatching to Iron Mountain.

5. Undertaking additional responsibilities related to HR and Admin as instructed by the management.

Please Note:

1. Based on the above job description, your performance will be reviewed periodically.
2. You will also be doing other activities as instructed by your immediate superior.
3. All Standard Operations Procedures must be followed.
4. All job responsibilities are subject to modification /addition /deletion as the need may be. Each time responsibilities are modified the sheet must also be modified and signed by all.

Reporting to: You will be reporting to: **Mr. Isak, Manager - HR**

<hr/> EMPLOYEE SIGNATURE	<hr/> REPORTING MANAGER SIGNATURE	<hr/> SENIOR EXECUTIVE VP-HR SIGNATURE
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