

EMPLOYEE AND TRAINEE REWARD POLICY

G.V. and Associates, Company Secretaries, Coimbatore and Chennai

Version	2.0	Effective from	01 / 01 / 2026
Approved by	Partners	Policy owner	Partners

1. PURPOSE

- 1.1 The quality of service of G.V. and Associates, Company Secretaries ("the Firm") depends on the commitment of its staff and trainees. This Policy provides a fair and transparent system for recognising and rewarding those who show professional excellence, meet timelines, serve clients well, take initiative and contribute to the growth of the Firm.
- 1.2 Recognition encourages ownership, accountability and commitment, and helps the Firm retain good people. Rewards under this Policy are in addition to salary, stipend and other benefits.

2. APPLICABILITY

- 2.1 This Policy applies to all staff and CS trainees at the Coimbatore and Chennai offices. Partners are not eligible for awards under this Policy, but they nominate candidates and take part in the selection.

3. GUIDING PRINCIPLES

- 3.1 Rewards are based on contribution beyond routine expectations, measured as far as possible from records rather than impressions. The Firm looks at quality and accuracy of work, timeliness, client service, ownership, teamwork, initiative, professional development, integrity and contribution to the business. Integrity is a basic condition: no award is given to a person who has breached confidentiality, ethics or any policy of the Firm.

4. REWARD CATEGORIES

- 4.1 The Firm gives the following awards. The amounts may be revised by the Partners from time to time.



Award	Given for	Frequency	Reward
Star Performer of the Quarter	Staff member with the best overall contribution in the quarter	Quarterly	Certificate and Rs. 3,000
Best Trainee of the Quarter	CS trainee with the best overall contribution in the quarter	Quarterly	Certificate and Rs. 2,000
Timeliness Award	Consistent completion of work within the Client Charter and Work Timelines	Half-yearly	Certificate and Rs. 2,000
Professional Excellence and Compliance Champion Award	Accuracy and technical quality of work, fewest errors at review, and excellent handling of statutory compliances	Annual	Certificate and Rs. 5,000
Client Service Award	Responsiveness and quality of client handling, supported by client feedback	Annual	Certificate and Rs. 5,000
Initiative and Team Player Award	Solving problems without waiting for instructions, supporting colleagues and sharing knowledge	Annual	Certificate and Rs. 5,000
Learning and Development Award	Acquiring new qualifications or skills, writing articles and presenting at knowledge sessions	Annual	Certificate and sponsorship of a seminar or course
Business Support Award	Contribution to client retention, new assignments or client relationships	Annual	Certificate and Rs. 5,000
Examination Achievement (trainees)	Passing a group of the CS examination in the first attempt; securing an all-India rank	On result	Refund of examination fee; Rs. 5,000 additionally for a rank holder
Long Service Award	Completion of 5 and 10 years of continuous service	On completion	Memento and Rs. 10,000 / Rs. 20,000
Special Achievement Award	An exceptional one-time contribution, such as handling an urgent or complex assignment	As occasion arises	As decided by the Partners



- 4.2 Considering the size of the Firm, the quarterly awards are given in place of a monthly award. A person may receive more than one award in a year, but not the same quarterly award for more than two quarters in a row.

5. ASSESSMENT OF PERFORMANCE

- 5.1 Candidates for the quarterly awards are assessed on the following criteria, using records already maintained by the Firm: timeline data in the in-house software, review observations under the maker-checker system, presentations at the Saturday review meeting, daily work status reports, attendance records and client feedback. For trainees, the rotation evaluation sheet under the Training Policy Manual is also taken into account.

Criterion	Basis of assessment	Weight
Timeliness	Adherence to Client Charter and Work Timelines, as recorded in the in-house software	25
Quality of work	Errors noticed at review under the maker-checker system; rework and resubmissions	25
Client service	Responsiveness, communication and client feedback	15
Ownership and initiative	Handling work independently and solving problems	15
Teamwork and learning	Support to colleagues, knowledge sessions, technical progress	10
Discipline and integrity	Attendance, punctuality, daily status reports, confidentiality and ethics	10
Total		100

6. NOMINATION AND SELECTION

- 6.1 At the end of each quarter, every Partner may nominate up to two candidates from the staff and trainees working with him or her, using the nomination form in the Annexure. Staff may also suggest a colleague's name to any Partner.
- 6.2 The Partners consider the nominations at their meeting within 15 days of the end of the quarter and select the winners by consensus. A Partner who is related to a nominee shall not take part in that decision. Annual awards are decided at the April meeting for the previous financial year.



- 6.3 Awards are announced at the Saturday review meeting and presented at the Firm's annual function or another suitable occasion.

7. ELIGIBILITY

- 7.1 To be eligible, a staff member or trainee shall have completed at least three months with the Firm, or the full period in the case of half-yearly and annual awards. A person against whom disciplinary action has been taken during the period, or who is serving notice, is not eligible for that period.

8. PAYMENT OF REWARDS

- 8.1 Cash rewards are paid by bank transfer along with the salary or stipend for the following month, and are subject to tax deduction as required under the income-tax law. Awards are given without any discrimination, including on the ground of gender, and women and men are considered on equal terms.
- 8.2 Besides cash and certificates, the Partners may recognise good work through a written appreciation, sponsorship for seminars and ICSI programmes, greater responsibility, or, for trainees, preference for deputation to client premises.

9. LINK WITH CAREER AND TRAINING

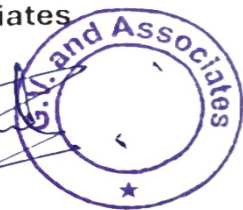
- 9.1 Awards and appreciation letters are placed in the personal file and taken into account in annual increments, promotions and, for trainees, in the Training Report and in any offer of employment on completion of training.

10. RECORDS AND REVIEW

- 10.1 Admin shall maintain a register of nominations, awards and amounts paid. The Partners shall review this Policy, including the award amounts, once a year, and may modify or withdraw any award. Awards are a discretionary recognition by the Firm and do not create any right or entitlement.

For G. V. and Associates


G. Vasudevan
Partner



ANNEXURE

AWARD NOMINATION FORM

Name of nominee		Category	Staff / Trainee
Practice area		Office	Coimbatore / Chennai
Award		Period	____ to ____

Criterion	Maximum	Score	Supporting facts
Timeliness	25		
Quality of work	25		
Client service	15		
Ownership and initiative	15		
Teamwork and learning	10		
Discipline and integrity	10		
Total	100		

Reasons for nomination (specific work, timelines met, client feedback):

Nominated by (Partner): _____ Date: _____

Decision of the Partners

Selected / Not selected Reward: _____ Meeting date: _____

For G. V. and Associates


G. Vasudevan
Partner

