

OFFICE MANUAL ON INDUCTION PROCEDURES

For New Partners, Staff and CS Trainees

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

Version	2.0 (supersedes version dated 01.04.2022)	Effective from	01 /01/ 2026
Approved by	Partners	Policy owner	Partners

1. PURPOSE AND APPLICABILITY

- 1.1 This Manual sets out a uniform induction process for every person joining G.V. and Associates, Company Secretaries ("the Firm"), whether as a Partner, a member of staff or a CS trainee. A well-planned induction helps the new entrant understand the Firm's values, structure, clients and systems, and take on responsibility confidently within a short time.
- 1.2 It applies at both the Coimbatore and Chennai offices. For CS trainees, it is to be read with the Training Policy Manual. The Managing Partner is responsible for ensuring that the induction of each new entrant is completed and recorded.

2. DOCUMENTS AT THE TIME OF JOINING

- 2.1 The following documents shall be collected and verified on or before the date of joining, as applicable.

Category	Documents
All new entrants	Identity and address proof, PAN, passport-size photograph, bank account details, emergency contact, and signed acknowledgement of the Firm's policies and a confidentiality undertaking.
Partners	Partnership Deed or supplementary deed, ICSI membership and Certificate of Practice details, and professional qualification certificates.
Staff	Appointment letter accepted in duplicate, qualification certificates and relieving letter from the previous employer, if any.
CS trainees	Offer letter, ICSI student registration, Executive Programme result and EDP completion certificate.



2.2 An Aadhaar copy shall be collected only with consent and kept with the first eight digits masked. All personal documents shall be kept securely and used only for employment, training and statutory purposes, in line with the Digital Personal Data Protection Act, 2023.

2.3 On admission of a new Partner, the change in the constitution of the Firm shall be intimated to the Registrar of Firms under the Indian Partnership Act, 1932, and to the ICSI and other authorities with which the Firm is registered, such as for GST, within the prescribed time. For a CS trainee, the training shall be registered on the ICSI portal within 30 days of joining.

3. INDUCTION WEEK

3.1 Every new entrant goes through a structured induction during the first week, as below. For a new Partner, the programme may be compressed and replaced by one-to-one meetings with each of the other Partners.

Day	Coverage	Conducted by
Day 1	Welcome by the Partners, introduction to colleagues, office tour, ID card and workstation. Briefing on the Office Code of Conduct and the policies on Anti-Bribery and Prevention of Sexual Harassment.	Partner / Admin
Day 2	History, vision and organisation structure of the Firm; the five practice areas and the Partners heading them; overview of major clients.	Partners
Day 3	Office processes: work allocation through the in-house software, Client Charter and Work Timelines, maker-checker review, standard templates, daily work status.	Senior staff
Day 4	IT access, official email, filing portals, DSC custody and register, information security and data protection.	Admin
Day 5 - 6	Working alongside a senior colleague on a live assignment and attending the Saturday work review meeting.	Partner concerned

4. BRIEFING ON ROLE AND RESPONSIBILITIES

4.1 **Partners.** A new Partner is briefed on the practice area to be led and on the responsibilities shared by all Partners. These cover client service, quality review and signing of reports, supervision of staff and trainees, allocation of work, billing and collections, risk management and internal controls. They also include building client relationships, developing new practice areas, adopting technology and contributing to the growth of the Firm.



4.2 **Staff.** A new staff member is told the practice area and Partner to whom he or she reports, the nature of assignments, the authority to correspond with clients, and the responsibility for reviewing trainees' work under the maker-checker system.

4.3 **CS trainees.** A trainee is briefed on the training plan, rotation across practice areas, reporting to the Partner and senior staff, the work diary, and ICSI requirements, as set out in the Training Policy Manual.

5. CLIENT INDUCTION

5.1 A Partner or staff member who is given responsibility for clients receives a briefing from the Partner concerned on each client allocated. The briefing covers the nature of business, history of the relationship, ongoing assignments and engagement terms, fees and pending receivables, important due dates, pending notices or litigation, key contact persons, advice given earlier and the client's expectations.

5.2 The new entrant shall declare any personal or financial interest in, or relationship with, a client of the Firm, so that conflicts of interest can be identified and managed.

6. CLIENT ACCEPTANCE AND ENGAGEMENT PROCEDURE

6.1 New Partners and staff are trained in the Firm's procedure for taking up work. Before acceptance, KYC is completed, the beneficial owners are identified, and a conflict check is done. The engagement is then approved by a Partner, and an engagement letter is issued setting out the scope and fees. After that, the work is allocated through the in-house software, documented, reviewed under the maker-checker system, billed and formally closed. KYC records shall be kept as required under the Prevention of Money Laundering Act, 2002.

7. IT ACCESS AND INFORMATION SECURITY

7.1 Access to official email, the in-house software, the document repository, accounting software and statutory filing portals is given on a need-to-use basis, as approved by the Partner. DSC tokens remain in the custody of Admin and are issued against entry in the DSC register.

7.2 Every new entrant shall keep passwords confidential and use only authorised devices and software. Client documents shall not be shared through personal email or messaging. Client names and data shall be removed before using any AI tool, and any loss of data or suspected security incident shall be reported at once to the Partner. All access is withdrawn on the last working day.



8. HR AND KNOWLEDGE RESOURCES

- 8.1 The new entrant is briefed on office hours, attendance, leave, permissions, dress code, performance evaluation, the grievance mechanism, disciplinary procedure and salary or stipend payment, as set out in the Office Code of Conduct.
- 8.2 The new entrant is also introduced to the Firm's standard templates, precedents, checklists, regulatory updates and research notes in the knowledge repository, and to the weekly knowledge sessions.

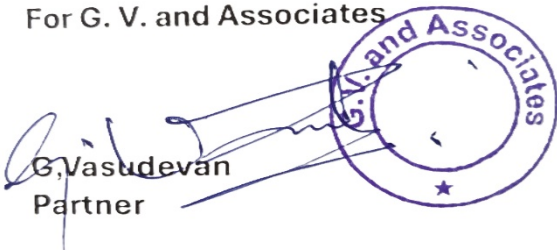
9. FIRST 30 DAYS AND REVIEW

- 9.1 Within the first 30 days, the new entrant shall complete all documentation and obtain system access. He or she shall also meet all Partners and key staff, review the clients and assignments allocated, understand the quality control and billing procedures, and read the Firm's policies.
- 9.2 At the end of 30 days, the Partner concerned meets the new entrant to review progress, clarify doubts and agree on immediate priorities. The induction checklist in the Annexure is then signed by both and placed in the personal file.

10. REVIEW OF THE MANUAL

- 10.1 This Manual shall be reviewed by the Partners once a year, and feedback from recent joiners shall be considered in improving the induction process.

For G. V. and Associates



G. Vasudevan
Partner

ANNEXURE

INDUCTION CHECKLIST

Name		Category	Partner / Staff / Trainee
Date of joining		Office	Coimbatore / Chennai
Reporting to		Practice area	

No.	Item	Date	Initials
1	Joining documents collected and verified		
2	Policies acknowledged and confidentiality undertaking signed		
3	ID card and workstation issued		
4	Introduction to Partners and colleagues		
5	Briefing on Firm structure and practice areas		
6	Briefing on role and reporting		
7	Training on in-house software, Client Charter and maker-checker		
8	Official email and portal access given		
9	Briefing on DSC custody and information security		
10	Client briefing and conflict of interest declaration		
11	Briefing on HR rules (Office Code of Conduct)		
12	Introduction to knowledge repository		
13	Registration with ICSI (trainee) / intimation to authorities (Partner)		
14	30-day review meeting held		

Remarks at 30-day review: _____

Signature of new entrant: _____ Signature of Partner: _____ Date: _____

For G. V. and Associates


G. Vasudevan
Partner

