



MANPOWER AGENCY (RECRUITING SOLUTIONS) PROJECT ORIENTATION



1. PROJECT INTRODUCTION

The MANPOWER AGENCY (Recruiting Solutions) is an ecosystem-critical institutional project incubated under the Vyaparasetu Ecosystem of the Youngsters of Hyderabad Youth Welfare Association (NGO-YOHYWA). This project has been designed not as an independent commercial manpower consultancy, but as a **controlled, ecosystem-bound service infrastructure** that supports, stabilizes, and legally safeguards all Vyaparasetu-aligned ventures across multiple operational verticals.

Vyaparasetu operates as an interlinked entrepreneurial ecosystem comprising food & beverage outlets, bakery and manufacturing units, logistics and electric vehicle fleets, administrative offices, sales networks, and facility management operations. Each of these verticals depends fundamentally on the availability, continuity, discipline, and legal compliance of manpower. Any inconsistency in workforce availability or conduct directly impacts operational stability, statutory exposure, and institutional credibility of the ecosystem as a whole.

Recognizing manpower as a **high-risk yet indispensable operational element**, NGO-YOHYWA has institutionalized this MANPOWER AGENCY (Recruiting Solutions) as the **sole authorized manpower sourcing, deployment, and management entity** for all Vyaparasetu projects. The intent is to replace fragmented, informal, and unregulated hiring practices with a centralized, documented, and enforceable manpower framework governed under NGO supervision.

This project therefore represents a structural shift in how manpower is treated — not as an ad-hoc operational expense, but as a regulated economic resource managed within a defined institutional framework.

2. NEED FOR A CENTRALIZED MANPOWER FRAMEWORK

Across the Indian MSME and startup landscape, labour-related failures constitute one of the most frequent causes of operational disruption. Informal hiring, absence of written contracts, inconsistent wage practices, and lack of statutory compliance often result in employee disputes, labour department interventions, police complaints, and reputational damage. For a growing

ecosystem like Vyaparasetu, which operates in consumer-facing and asset-intensive sectors, such risks are unacceptable.

When manpower is hired independently by each unit, inconsistencies inevitably arise in recruitment standards, salary structures, attendance enforcement, disciplinary processes, and documentation practices. Over time, these inconsistencies expose the ecosystem to allegations of unfair labour practices, wage disputes, and compliance violations. Moreover, independent hiring increases attrition, as workers lack institutional attachment and accountability.

The centralized MANPOWER AGENCY (Recruiting Solutions) addresses these structural weaknesses by establishing **uniform hiring protocols, standardized employment documentation, centralized attendance and payroll systems, and legally vetted labour contracts**. By routing all manpower engagement through a single institutionally governed entity, NGO-YOHYWA ensures consistency, transparency, and enforceability across all Vyaparasetu ventures.

This centralization also functions as a legal buffer, insulating individual operating units from direct labour disputes and statutory exposure by placing workforce governance within a controlled framework.

3. ECOSYSTEM-ASSURED MANPOWER DEMAND

Unlike conventional manpower agencies that rely on external clients and unpredictable market conditions, the MANPOWER AGENCY (Recruiting Solutions) under Vyaparasetu is embedded within an ecosystem that generates **continuous and assured manpower demand**. Vyaparasetu-aligned projects require manpower on a daily, recurring basis to sustain operations, expand capacity, and maintain service standards.

Phugat Ki Chai outlets require trained chai masters and counter staff who can operate under standardized recipes, hygiene protocols, and customer interaction guidelines. Bakery and food production units require skilled bakers, cake makers, and helpers capable of maintaining batch consistency and food safety norms. Logistics and EV fleet operations require verified and disciplined drivers whose conduct directly affects asset safety, customer trust, and

regulatory compliance. Offices and back-end units require accountants and executives who can function within reporting and compliance frameworks.

These manpower requirements are not occasional or seasonal; they are **structural and permanent**. As the ecosystem expands, manpower demand increases proportionately. By policy, all such demand is mandatorily routed through this agency, ensuring stable deployment volumes and predictable revenue flows.

This assured demand eliminates one of the greatest risks faced by service enterprises — uncertainty of clients — and converts the Manpower Agency into a **stable, ecosystem-supported enterprise** rather than a speculative market player.

4. EXCLUSIVE SCOPE OF OPERATIONS

The MANPOWER AGENCY (Recruiting Solutions) shall function as the **exclusive manpower provider** for all Vyaparasetu-linked entities. No unit operating under the Vyaparasetu umbrella is permitted to independently recruit, engage, or retain manpower outside this agency without prior written approval from NGO-YOHYWA.

The scope of manpower supply includes, but is not limited to, personnel for food and beverage operations, bakery and manufacturing units, logistics and transportation services, administrative and back-office functions, facility management, security services, and sales and marketing roles. This exclusivity is fundamental to maintaining ecosystem discipline, workforce uniformity, and legal compliance.

Any deviation from this framework undermines the institutional logic of centralized manpower governance and exposes the ecosystem to unnecessary risk. Accordingly, violations of this exclusivity clause are treated as material breaches of Vyaparasetu policy and attract corrective and enforcement actions.

5. ROLE OF THE INCUBATED ENTREPRENEUR

The aspirant entrepreneur selected to operate this MANPOWER AGENCY (Recruiting Solutions) assumes responsibility for executing a critical ecosystem function under NGO incubation. The entrepreneur is not granted unrestricted autonomy typical of a standalone business owner. Instead, the entrepreneur functions within a **defined operational boundary**, subject to continuous supervision, reporting, and audit by NGO-YOHYWA.

The entrepreneur's responsibilities include recruitment coordination, workforce onboarding, attendance tracking, payroll facilitation, and deployment management in alignment with NGO-approved protocols. The entrepreneur is also responsible for ensuring that all manpower engagements adhere to statutory requirements and ecosystem standards.

The ₹4 lakh subsidy extended by NGO-YOHYWA is provided to reduce entry barriers and stabilize initial operations. This subsidy is non-refundable, non-transferable, and conditional upon continued compliance with incubation terms. Any misuse of funds, deviation from approved scope, or failure to adhere to institutional directives may result in termination of incubation and reallocation of the project.

6. OBJECTIVES OF THE INITIATIVE

The establishment of the MANPOWER AGENCY (Recruiting Solutions) under the Vyaparasetu Ecosystem is guided by a set of institutional objectives that go far beyond conventional manpower supply or recruitment activity. These objectives are rooted in long-term ecosystem sustainability, legal risk mitigation, workforce discipline, and ethical employment creation. The primary objective of this initiative is to **institutionalize human resource governance** across all Vyaparasetu-aligned ventures, thereby eliminating fragmented, informal, and unregulated labour practices that commonly destabilize growing enterprises.

A core objective of the initiative is to ensure **operational continuity** across Vyaparasetu projects by creating a dependable manpower pipeline. In sectors such as food services, logistics, manufacturing, and retail, even short-term manpower disruption can lead to production losses, service failures, customer

dissatisfaction, and reputational damage. By centralizing manpower under a single agency, the ecosystem ensures immediate replacement capability, attendance discipline, and continuity of operations without exposing individual units to labour shocks.

Another critical objective is **legal and statutory insulation**. Labour laws in India impose significant obligations on employers relating to wages, working conditions, social security, and dispute resolution. When manpower is hired informally or inconsistently, these obligations become sources of risk rather than protection. This initiative seeks to consolidate labour compliance within a structured framework, ensuring that employment documentation, attendance records, wage disbursements, and statutory contributions are uniformly maintained and auditable.

The initiative also aims to promote **ethical employment and skill development**. By formalizing employment relationships, workers gain documentation, wage clarity, and institutional accountability, while the ecosystem benefits from a disciplined and trained workforce. This alignment of economic efficiency with social responsibility is a foundational principle of Vyaparasetu.

Finally, the initiative is designed to create a **sustainable revenue-generating enterprise** for the incubated entrepreneur, anchored in assured ecosystem demand rather than external market volatility. This transforms manpower management from a cost center into a structured business opportunity under NGO incubation.

7. PROJECT FEASIBILITY AND LONG-TERM VIABILITY

The feasibility of the MANPOWER AGENCY (Recruiting Solutions) is derived primarily from the structural characteristics of the Vyaparasetu Ecosystem itself. Unlike standalone manpower agencies that depend on client acquisition, competitive pricing, and fluctuating demand, this agency operates within a **policy-mandated captive market**. All existing and future Vyaparasetu projects are obligated to source manpower exclusively through this agency, creating a stable and expanding demand base.

Vyaparasetu's operational verticals — including Phugat Ki Chai outlets, bakery and food manufacturing units, logistics and EV fleet operations, administrative offices, and sales networks — collectively require manpower on a continuous basis. These requirements are not discretionary; they are essential to daily functioning. As the ecosystem scales geographically and operationally, manpower demand increases proportionately, directly enhancing the revenue potential of the agency.

From a cost perspective, manpower services operate on predictable expense structures. Recruitment, documentation, attendance management, and payroll coordination follow standardized processes, allowing for operational efficiency and cost control. The presence of NGO-approved systems and templates further reduces trial-and-error costs typically incurred by new agencies.

The inclusion of a ₹4 lakh NGO subsidy significantly enhances project feasibility by lowering initial capital pressure and providing institutional backing. This subsidy is not merely financial support; it represents ecosystem endorsement, which reduces operational uncertainty and strengthens credibility with workers and deploying units alike.

Taken together, these factors make the MANPOWER AGENCY (Recruiting Solutions) a **low-volatility, high-stability enterprise**, capable of sustaining operations across economic cycles due to its integration with essential ecosystem services.

8. MANPOWER CATEGORIES AND OPERATIONAL RATIONALE

The manpower categories covered under this agency are determined based on operational criticality, skill sensitivity, and risk exposure across Vyaparasetu projects. Each category has been intentionally included to address specific operational vulnerabilities that arise when manpower is unmanaged or inconsistently deployed.

Food and beverage operations, particularly Phugat Ki Chai outlets and bakery units, rely heavily on skilled personnel such as chai masters, bakery masters, cake makers, and kitchen assistants. These roles are not interchangeable casual

labour positions; they directly influence product quality, hygiene standards, customer experience, and brand consistency. Untrained or frequently changing personnel in these roles result in operational inefficiencies and customer dissatisfaction. Centralized sourcing allows for skill verification, basic training alignment, and replacement readiness.

Logistics and transportation roles, including EV drivers, three-wheeler and four-wheeler drivers, and lorry drivers, carry elevated risk due to asset involvement and public interaction. Improperly verified drivers expose the ecosystem to accidents, asset damage, legal liability, and reputational harm. By routing these roles through a centralized agency, verification, documentation, and conduct monitoring become enforceable, reducing operational and legal risk.

Administrative and back-office roles such as accountants, cashiers, and back-office executives require consistency, confidentiality, and compliance awareness. Frequent attrition or informal engagement in these roles compromises financial discipline and reporting accuracy. Centralized deployment ensures continuity, documentation, and accountability.

Facility management roles, including janitors, security guards, watchmen, helpers, and facility managers, are essential for hygiene, safety, and operational order. Though often undervalued, inconsistency in these roles leads to visible service degradation and compliance concerns, particularly in food and public-facing operations. Centralized manpower ensures attendance discipline and replacement continuity.

Sales and marketing roles form the growth interface of the ecosystem. Field executives and sales officers require alignment with ecosystem ethics, pricing discipline, and brand representation. Centralized hiring ensures messaging consistency and reduces reputational risk arising from unauthorized commitments or misrepresentation.

Each manpower category is therefore included not merely for staffing convenience, but as part of a **risk-managed operational architecture** designed to stabilize and protect the ecosystem.

9. BUSINESS MODEL AND REVENUE STRUCTURE

The business model of the MANPOWER AGENCY (Recruiting Solutions) has been deliberately engineered as a **service-infrastructure model**, rather than a transactional placement or commission-based recruitment model. This distinction is critical. Conventional manpower agencies operate on episodic placements, one-time commissions, and fragmented contracts, making their revenues unstable and heavily dependent on continuous client acquisition. In contrast, this agency functions as a **permanent operational utility** within the Vyaparasetu Ecosystem, supplying manpower as an ongoing service rather than as a one-off engagement.

Under this model, manpower is deployed to Vyaparasetu-aligned ventures on a **monthly service arrangement**, wherein the agency is responsible for sourcing, onboarding, documentation, attendance coordination, and continuity management, while the deploying unit pays a predefined monthly manpower service fee. This structure ensures predictable cash flows for the agency and cost visibility for the deploying units. The service fee incorporates manpower sourcing costs, administrative overheads, compliance management expenses, and a reasonable operational margin for the entrepreneur.

Revenue generation is directly linked to the number of personnel deployed and retained under service. As Vyaparasetu projects expand in number and scale, manpower requirements increase proportionately, resulting in organic revenue growth for the agency without additional marketing expenditure or external market dependency. This alignment ensures that the success of the manpower agency is intrinsically tied to the growth of the ecosystem itself.

The business model also incorporates replacement assurance as a core service obligation. In the event of attrition, absenteeism, or role discontinuity, the agency is responsible for arranging timely replacements to ensure uninterrupted operations for the deploying unit. This obligation further differentiates the agency from informal hiring practices and reinforces its role as an institutional service provider rather than a labour broker.

By design, the agency is restricted from servicing external clients or operating outside the Vyaparasetu framework. This exclusivity ensures operational focus, quality consistency, and ecosystem loyalty, while also preventing dilution of service standards or diversion of institutional resources.

10. PROJECT COST AND INVESTMENT ARCHITECTURE

The total project cost for establishing the MANPOWER AGENCY (Recruiting Solutions) has been structured at ₹10,00,000, reflecting the minimum capital required to set up a compliant, scalable, and institutionally governed manpower operation. This cost structure has been determined after accounting for infrastructure requirements, system setup, legal documentation, and initial working capital necessary to stabilize operations during the early deployment phase.

The investment architecture has been intentionally designed as a **shared responsibility model**, wherein the aspirant entrepreneur contributes ₹6,00,000 as personal investments, while NGO-YOHYWA extends a ₹4,00,000 subsidy as institutional support. This structure ensures that the entrepreneur retains financial accountability and ownership responsibility, while benefiting from reduced entry barriers and ecosystem backing.

The entrepreneur's investment is expected to cover office setup, operational expenses, and working capital requirements, including recruitment coordination and administrative overheads. The NGO subsidy is allocated strictly towards strengthening the institutional foundation of the agency, including compliance architecture, documentation systems, and ecosystem integration. The subsidy is not intended for personal withdrawals, speculative activities, or diversion into unrelated ventures.

This investment model aligns incentives appropriately. The entrepreneur remains motivated to operate efficiently and profitably, while the NGO's subsidy ensures that institutional standards are not compromised due to capital constraints. The structure also ensures transparency, as all expenditures are subject to review and audit under NGO supervision.

11. NGO SUBSIDY CONDITIONS AND UTILIZATION RULES

The ₹4,00,000 subsidy extended by the Youngsters of Hyderabad Youth Welfare Association is an **institutional facilitation grant**, not a financial entitlement. It is provided to enable the establishment of a critical ecosystem service under controlled incubation and is therefore subject to strict conditions governing its utilization, monitoring, and continuity.

The subsidy is explicitly declared as **non-refundable and non-transferable**. It does not constitute equity participation, partnership interest, or ownership rights for the NGO, nor does it create any claim for repayment by the entrepreneur. The subsidy exists solely to support project initiation and stabilization in alignment with ecosystem objectives.

Utilization of the subsidy is restricted to approved project-related purposes. Any diversion of funds for personal use, external business activities, or speculative expenditure is treated as a material breach of incubation terms. NGO-YOHYWA reserves the right to verify subsidy utilization through documentation review, account inspection, and audit procedures.

Continued eligibility to retain the benefit of the subsidy is conditional upon the entrepreneur's compliance with operational directives, reporting obligations, and ethical standards prescribed under the Vyaparasetu framework. In cases of serious non-compliance, misrepresentation, or misuse, NGO-YOHYWA reserves the right to terminate incubation and reassign the project without any obligation to compensate the entrepreneur for the subsidy component.

The subsidy is thus best understood as a **conditional institutional privilege**, granted to support ecosystem growth and withdrawn if the foundational principles of discipline, transparency, and compliance are violated.

12. PROFIT GOVERNANCE AND MANDATORY NGO CONTRIBUTION

The MANPOWER AGENCY (Recruiting Solutions) operates within the Vyaparasetu Ecosystem not merely as a commercial service provider, but as an incubated institutional enterprise whose financial outcomes are intrinsically linked to the sustainability of the broader ecosystem. In recognition of this

interdependence, NGO-YOHYWA has established a mandatory profit governance framework that balances entrepreneurial incentive with ecosystem reinvestment.

Under this framework, the agency is required to contribute **ten percent (10%) of its verified monthly net profits** to the NGO-YOHYWA Ecosystem Sustainability and Incubation Fund. This contribution is not a donation in the discretionary sense, nor is it a negotiable commercial term. It is a **structural obligation** attached to the privilege of operating within the Vyaparasetu incubation environment and benefiting from assured demand, institutional credibility, and subsidy support.

The rationale for this contribution is both economic and ethical. Economically, the growth of the manpower agency is enabled by the ecosystem's scale, policy mandates, and guaranteed deployment volumes. Ethically, reinvesting a portion of generated profits ensures that the ecosystem can continue to incubate new entrepreneurs, subsidize future projects, and maintain governance infrastructure without external dependency.

Net profit for the purpose of this contribution shall be determined after deduction of legitimate operational expenses directly attributable to the manpower service activity, as verified through monthly financial statements submitted to the NGO audit desk. Any attempt to understate profits through artificial expense inflation, off-book transactions, or delayed reporting constitutes a breach of governance norms and attracts corrective action.

Failure to remit the mandated contribution within the prescribed timeline is treated as a material violation of incubation terms and may result in suspension of ecosystem privileges, intensified audit scrutiny, or termination of incubation at the discretion of NGO-YOHYWA.

13. BANKING, AUDIT AND FINANCIAL SUPERVISION

Financial transparency and traceability are foundational requirements for any enterprise operating under the Vyaparasetu Ecosystem. The MANPOWER AGENCY (Recruiting Solutions) is therefore subject to a structured banking and

audit supervision regime designed to prevent opacity, misuse of funds, and financial misrepresentation.

All revenues generated through manpower deployment shall be routed exclusively through declared business bank accounts maintained in the name of the agency. Cash transactions, undisclosed accounts, or parallel financial arrangements are strictly prohibited. The entrepreneur is required to maintain accurate and up-to-date records of deployment billing, wage disbursements, administrative expenses, and statutory payments.

On a monthly basis, the agency must submit financial statements to the designated NGO audit and compliance desk. These statements are subject to review for consistency, completeness, and alignment with operational realities. NGO-YOHYWA reserves the right to seek clarifications, supporting documents, and reconciliations wherever discrepancies are observed.

In addition to routine monthly reviews, NGO-YOHYWA retains the authority to conduct periodic or surprise audits, including inspection of bank statements, payroll registers, attendance records, and contractual documents. Such audits are not to be construed as interference, but as essential governance mechanisms to protect the ecosystem from financial risk and reputational damage.

Persistent non-cooperation, refusal to submit records, or evidence of financial misconduct may result in escalation, including freezing of ecosystem privileges, withholding of future support, or termination of incubation.

14. EXCLUSIVITY, RESTRICTIONS AND NON-DIVERSION CLAUSE

The MANPOWER AGENCY (Recruiting Solutions) is established as an **exclusive ecosystem service**. Its scope of operations is strictly confined to manpower requirements arising within the Vyaparasetu Ecosystem. The agency is expressly prohibited from supplying manpower to external clients, engaging in parallel recruitment businesses, or diverting institutional resources for non-ecosystem purposes.

This restriction is central to the integrity of the incubation model. Allowing external operations would dilute service focus, compromise deployment priorities, and introduce conflicts of interest that undermine workforce stability within the ecosystem. The entrepreneur is therefore bound to dedicate the agency's operational capacity exclusively to Vyaparasetu-aligned projects.

Similarly, the agency is prohibited from independently modifying manpower terms, wage structures, or deployment conditions in a manner inconsistent with NGO-approved policies. All substantive changes to operational protocols require prior institutional approval.

Any attempt to bypass exclusivity, whether through direct external contracts, informal placements, or indirect arrangements, is treated as a serious breach of trust. NGO-YOHYWA reserves the right to initiate immediate corrective action, including termination of incubation and reassignment of the project to another eligible aspirant, without obligation to compensate for loss of future earnings.

15. LEGAL AND STATUTORY COMPLIANCE FRAMEWORK

The MANPOWER AGENCY (Recruiting Solutions) operates within a legal environment governed by multiple central and state statutes relating to labour welfare, employment conditions, wage protection, and social security. Non-compliance with these statutes exposes not only the agency but also the deploying enterprises and the parent ecosystem to severe financial penalties, operational shutdowns, and reputational harm. In recognition of this exposure, NGO-YOHYWA has mandated that all manpower-related legal obligations be centralized, documented, and continuously monitored under an approved compliance framework.

The agency is required to obtain and maintain all mandatory registrations and permissions applicable to manpower and labour service providers, including but not limited to MSME UDYAM registration, GST registration, trade license, professional tax registration, and any labour department intimations prescribed under state regulations. Where workforce size or statutory thresholds so require, compliance with ESI, EPF, and other social security enactments must be ensured without delay or exception.

Compliance is not treated as a one-time registration activity but as an **ongoing operational discipline**. The entrepreneur is responsible for timely filing of statutory returns, maintenance of prescribed registers, issuance of wage slips, and adherence to minimum wage notifications applicable to each category of manpower deployed. Failure in any of these aspects creates legal vulnerability that extends beyond the agency to the entire ecosystem.

NGO-YOHYWA retains supervisory authority to review compliance status at any time, demand documentation, and issue corrective directives. Persistent non-compliance, willful neglect, or misrepresentation of statutory adherence constitutes a material breach of incubation terms and may result in termination of the project and reporting to relevant authorities where required by law.

16. LABOUR CONTRACT STRUCTURE AND DISCIPLINE MECHANISM

All manpower deployed through the MANPOWER AGENCY (Recruiting Solutions) shall be engaged strictly under **NGO-approved labour contract formats**. These contracts are designed to balance legal enforceability, workforce clarity, and ecosystem protection. Informal, verbal, or ad-hoc employment arrangements are strictly prohibited under this framework.

Each contract clearly defines the nature of engagement, role responsibilities, reporting structure, wage terms, attendance requirements, leave provisions, code of conduct, and termination conditions. The purpose of such detailed documentation is to eliminate ambiguity, reduce disputes, and establish enforceable accountability on both sides of the employment relationship.

Discipline within the workforce is treated as an operational necessity rather than a discretionary management choice. Attendance monitoring, punctuality enforcement, and conduct evaluation are integral to deployment continuity, particularly in food service, logistics, and public-facing roles. The agency is required to maintain reliable attendance tracking systems and to address repeated absenteeism, misconduct, or non-performance through documented disciplinary procedures.

Where disciplinary action becomes necessary, it must be carried out in accordance with the terms of the labour contract and applicable law, ensuring fairness while protecting operational interests. Arbitrary termination, informal penalties, or inconsistent enforcement are not permitted, as they expose the ecosystem to allegations of unfair labour practice.

NGO-YOHYWA reserves the right to review contract formats, disciplinary records, and enforcement actions to ensure alignment with institutional standards and legal safeguards.

17. WORKFORCE CONTINUITY, REPLACEMENT AND RISK MANAGEMENT

One of the primary institutional justifications for establishing a centralized MANPOWER AGENCY (Recruiting Solutions) is the assurance of workforce continuity across Vyaparasetu operations. In decentralized hiring models, employee attrition often results in immediate operational disruption, forcing deploying units to scramble for replacements and compromising service quality. This initiative is designed specifically to eliminate such vulnerabilities.

The agency is obligated to maintain a **replacement-ready manpower pool** for critical roles, particularly in food services, logistics, and facility management. In the event of resignation, absenteeism, or termination, the agency must initiate replacement deployment within a reasonable timeframe to prevent operational downtime.

Risk management extends beyond attrition to include legal disputes, accidents, misconduct, and performance failures. By centralizing contracts, documentation, and attendance records, the agency creates an auditable trail that protects deploying units from direct exposure. In high-risk roles such as driving and security, verification and conduct monitoring are treated as ongoing responsibilities rather than one-time checks.

NGO-YOHYWA's supervisory role includes periodic assessment of replacement effectiveness, continuity metrics, and incident handling. Where systemic weaknesses are identified, the NGO may mandate corrective measures,

including retraining, process changes, or leadership intervention within the agency.

Through these mechanisms, the manpower function is transformed from a reactive operational headache into a **managed institutional system**, capable of absorbing shocks and sustaining continuity across the ecosystem.

18. MONITORING, REPORTING AND PERFORMANCE REVIEW

Continuous monitoring and structured reporting are essential to ensure that the MANPOWER AGENCY (Recruiting Solutions) functions in alignment with the objectives, discipline, and governance standards of the Vyaparasetu Ecosystem. Given the centrality of manpower to daily operations across food services, logistics, manufacturing, administration, and facility management, any lapse in oversight directly translates into operational and legal risk. Accordingly, NGO-YOHYWA has instituted a multi-layered monitoring and review mechanism that applies throughout the lifecycle of the project.

The agency is required to maintain accurate and contemporaneous records relating to manpower deployment, attendance, wage disbursement, statutory compliance, and replacements. These records form the basis of periodic reporting to the NGO's designated monitoring desk. Monthly operational reports must reflect actual deployment numbers, attrition instances, replacement timelines, and any incidents of disciplinary or compliance concern. Such reporting is not intended as a formality, but as a decision-support mechanism that enables early identification of systemic weaknesses.

Performance review under this framework extends beyond financial outcomes. While revenue stability and profitability are important indicators of operational health, equal emphasis is placed on workforce continuity, compliance adherence, incident management, and cooperation with supervisory directives. NGO-YOHYWA reserves the right to conduct review meetings, seek clarifications, and prescribe corrective actions where performance deviates from institutional expectations.

Failure to submit timely reports, persistent inaccuracies, or attempts to obscure operational realities undermine the trust-based foundation of incubation and may invite intensified scrutiny or corrective intervention.

19. TERMINATION, EXIT AND RE-ALLOCATION POLICY

The MANPOWER AGENCY (Recruiting Solutions) is incubated under Vyaparasetu with the expectation of long-term continuity and responsible operation. However, NGO-YOHYWA recognizes that circumstances may arise necessitating termination or exit, whether due to non-compliance, strategic realignment, or voluntary withdrawal by the entrepreneur. To address such eventualities without destabilizing the ecosystem, a structured termination and exit policy has been instituted.

In cases of voluntary exit, the entrepreneur is required to provide a minimum of six months' written notice, during which the agency must continue operations in full compliance with ecosystem standards. This notice period is intended to allow for orderly transition, protection of deployed manpower, and identification of alternative arrangements. Abrupt withdrawal or abandonment of operations is treated as a serious breach of responsibility.

In cases of involuntary termination arising from material non-compliance, misuse of subsidy, financial opacity, or repeated disregard of institutional directives, NGO-YOHYWA reserves the right to terminate incubation with immediate effect. Such termination may be accompanied by re-allocation of the project to another eligible aspirant to ensure continuity of manpower services across the ecosystem.

Under all circumstances, the NGO subsidy component remains non-refundable. Claims for compensation, loss of future earnings, or goodwill are not admissible. This policy underscores the principle that incubation privileges are conditional upon sustained compliance and ethical conduct.

20. SOCIO-ECONOMIC IMPACT AND ECOSYSTEM VALUE

Beyond its operational and financial dimensions, the MANPOWER AGENCY (Recruiting Solutions) carries significant socio-economic implications aligned

with the mission of the Youngsters of Hyderabad Youth Welfare Association. By formalizing employment relationships, the agency contributes to workforce dignity, wage transparency, and legal protection for individuals who would otherwise remain part of the informal labour economy.

The agency facilitates access to documented employment for youth, migrants, semi-skilled workers, and support staff across multiple sectors. This documentation enhances financial inclusion, eligibility for social security benefits, and long-term employability. At the ecosystem level, the availability of a stable and disciplined workforce strengthens service quality, customer trust, and institutional credibility.

From an economic perspective, the agency enables efficient scaling of Vyaparasetu ventures by removing manpower uncertainty as a constraint to growth. This, in turn, generates additional employment opportunities and contributes to local economic circulation. The mandatory profit contribution mechanism ensures that a portion of generated value is reinvested into future incubation initiatives, creating a self-sustaining cycle of entrepreneurship and employment.

The MANPOWER AGENCY (Recruiting Solutions) thus serves as both an operational stabilizer and a social intervention, embodying the ecosystem's philosophy of combining economic viability with community impact.

21. GENERAL TERMS, JURISDICTION AND GOVERNING LAW

This Project Orientation document, along with all associated agreements, annexures, operational directives, and incubation communications issued from time to time, collectively constitutes the governing framework for the MANPOWER AGENCY (Recruiting Solutions) under the Vyaparasetu Ecosystem. The entrepreneur acknowledges that participation in this project is subject not only to commercial considerations but also to institutional discipline and policy compliance as determined by NGO-YOHYWA.

All interpretations, implementations, and enforcement actions arising out of this framework shall be guided by applicable laws of India. Any ambiguity in interpretation shall be resolved in a manner that best preserves the objectives, integrity, and sustainability of the Vyaparasetu Ecosystem as determined by NGO-YOHYWA.

Jurisdiction for all disputes, claims, or proceedings arising directly or indirectly from this project, including matters relating to subsidy utilization, manpower deployment, compliance enforcement, termination, or re-allocation, shall be **exclusively vested in the courts and authorities having jurisdiction over Hyderabad, Telangana**. The entrepreneur expressly waives the right to invoke jurisdiction in any other forum.

This clause is intended to ensure certainty, prevent forum shopping, and enable consistent enforcement of ecosystem governance norms.

22. LONG-TERM VISION AND EXPANSION ROADMAP

The MANPOWER AGENCY (Recruiting Solutions) is not envisioned as a static service entity limited to current manpower requirements. It is designed as a scalable institutional platform capable of evolving in parallel with the growth of the Vyaparasetu Ecosystem. As new verticals, geographies, and operational formats are introduced, the agency's scope is expected to expand correspondingly.

In the medium term, the agency is expected to develop structured training and orientation modules tailored to ecosystem-specific roles, particularly in food services, logistics, and customer-facing operations. Such modules will enhance workforce quality, reduce attrition, and strengthen brand consistency across Vyaparasetu ventures.

In the long term, the agency may be integrated into broader workforce development initiatives aligned with NGO-YOHYWA's social mission, including skill certification, leadership development for supervisory staff, and pathways for upward mobility within the ecosystem. Expansion into additional districts

and states shall be pursued in a phased manner, subject to governance capacity and compliance readiness.

Throughout this expansion, the foundational principles of centralized control, legal compliance, ethical employment, and ecosystem loyalty shall remain non-negotiable. Growth is to be pursued not at the cost of discipline, but through disciplined execution.

23. CONCLUSION

The MANPOWER AGENCY (Recruiting Solutions) represents a critical institutional innovation within the Vyaparasetu Ecosystem. By transforming manpower from an informal operational dependency into a governed, documented, and strategically managed resource, the ecosystem strengthens its resilience, scalability, and credibility.

For the incubated entrepreneur, this project offers an opportunity to operate a stable, demand-assured enterprise backed by institutional support and clear governance. For the ecosystem, it provides workforce continuity, legal insulation, and operational predictability. For workers, it delivers dignity, documentation, and inclusion within a formal employment framework.

This convergence of entrepreneurial opportunity, institutional governance, and social impact reflects the core philosophy of the Youngsters of Hyderabad Youth Welfare Association. Participation in this project signifies commitment to that philosophy and acceptance of the responsibilities it entails.

ANNEXURE A

PROJECT COSTING, FUND UTILIZATION & FINANCIAL DISCIPLINE FRAMEWORK

A.1 PURPOSE AND INSTITUTIONAL INTENT

This annexure establishes the **authoritative financial architecture** governing the MANPOWER AGENCY (Recruiting Solutions). Its purpose is to eliminate ambiguity in capital allocation, prevent misuse of funds, ensure audit traceability, and protect the Vyaparasetu Ecosystem from financial opacity or misrepresentation.

Unlike informal manpower businesses that operate with undefined cost structures and undocumented fund flows, this agency is mandated to function as a **financially disciplined institutional service**, where every rupee deployed is traceable to a defined operational purpose. This annexure therefore serves as both a **planning instrument** and an **enforcement reference** for NGO-YOHYWA.

A.2 TOTAL PROJECT COST STRUCTURE

The total sanctioned project cost for establishment of the MANPOWER AGENCY (Recruiting Solutions) is **₹10,00,000 (Rupees Ten Lakhs Only)**. This amount represents the minimum capital required to create a legally compliant, scalable, and institutionally governed manpower operation capable of serving ecosystem demand from inception.

The project cost is not arbitrary. It has been derived after analyzing:

- Minimum infrastructure requirements
- Statutory compliance costs
- Workforce onboarding overheads
- Operational Software Tools & Digital Marketing

The cost structure is intentionally conservative to discourage speculative spending and to prioritize sustainability over appearance.

A.3 DETAILED COST COMPONENT RATIONALE

The project cost is allocated across operationally essential heads, each of which serves a specific institutional function.

Office & Administrative Infrastructure

This includes rental deposit, basic furnishings, secure record storage, and utilities required to operate a formal manpower coordination office. The intent is not to create a lavish office, but a **functional administrative nerve center** capable of handling documentation, meetings, and audits.

HRMS, Attendance & Record Systems

Centralized manpower cannot function without reliable attendance, deployment, and payroll records. Funds under this head are allocated strictly for systems that ensure data integrity and audit readiness.

Recruitment, Onboarding & Training Setup

This head covers costs related to sourcing manpower, basic orientation, documentation processing, and initial skill alignment. It exists to prevent rushed, undocumented hiring which is the root cause of labour disputes.

Legal Documentation & Compliance Architecture

Labour contracts, statutory registers, legal templates, and compliance documentation form the legal backbone of the agency. This allocation ensures that the agency does not compromise on documentation quality due to cost pressure.

Working Capital Buffer

Manpower operations inherently involve timing mismatches between deployment and billing cycles. A working capital buffer is therefore mandatory to ensure uninterrupted wage disbursement and operational continuity, even during billing delays.

A.4 INVESTMENT CONTRIBUTION STRUCTURE

The total project cost is funded through a **shared responsibility model**:

- **Entrepreneur Contribution:** ₹6,00,000
- **NGO Subsidy Support:** ₹4,00,000

The entrepreneur's contribution establishes financial accountability and operational ownership. The NGO subsidy is an institutional facilitation

mechanism designed to reduce entry barriers while retaining governance control.

The subsidy:

- Is not a loan
- Is not equity
- Is not refundable
- Does not create ownership claims

It exists solely to strengthen ecosystem capacity.

A.5 SUBSIDY UTILIZATION DISCIPLINE

The ₹4,00,000 subsidy must be utilized strictly in accordance with NGO-approved purposes. Personal withdrawals, inter-business transfers, or speculative use are expressly prohibited.

NGO-YOHYWA retains the right to:

- Demand utilization statements
- Inspect supporting invoices
- Cross-verify expenditure against operational reality

Misuse triggers immediate enforcement, including project termination.

A.6 FINANCIAL CONTROL AND AUDIT LINKAGE

All project expenditures must flow through declared business accounts. Cash-based opacity is treated as a governance violation.

This annexure operates in conjunction with:

- Annexure H (Audit Framework)
- Annexure I (Profit Computation Method)

Together, they form the **financial enforcement spine** of the manpower agency.

ANNEXURE B

MANPOWER RATE CARDS, DEPLOYMENT CHARGES & BILLING GOVERNANCE

B.1 INSTITUTIONAL PURPOSE OF RATE GOVERNANCE

This annexure establishes the **authoritative rate governance framework** for manpower deployment under the Vyaparasetu Ecosystem. The intent of this document is not merely to prescribe prices, but to **institutionalize wage discipline, prevent internal cost distortion, eliminate bargaining-based inconsistencies, and protect ecosystem units from arbitrary manpower pricing**. In conventional manpower markets, rates fluctuate based on negotiation strength, urgency, and individual discretion. Such variability leads to internal dissatisfaction, perceived inequality between units, wage inflation, and eventual erosion of financial predictability. For an integrated ecosystem like Vyaparasetu, such volatility is unacceptable.

Accordingly, NGO-YOHYWA mandates that all manpower deployment charges shall be governed strictly by **NGO-approved rate cards**, derived from wage logic, statutory cost structures, operational risk, and sustainability margins.

No unit, entrepreneur, supervisor, or manpower coordinator is authorized to independently negotiate, revise, discount, or bypass approved rates.

B.2 PHILOSOPHY OF MANPOWER PRICING

Manpower pricing under this ecosystem is based on the principle that **wages are not arbitrary payouts**, but structured economic instruments that must balance four competing realities simultaneously.

First, the worker must receive a wage that is timely, dignified, and aligned with statutory minimums and role expectations. Second, the deploying unit must be protected from unpredictable cost escalation that disrupts business viability. Third, the manpower agency must retain a sufficient administrative margin to sustain operations, replacements, and compliance obligations. Fourth, the ecosystem as a whole must maintain pricing parity across locations and verticals

to prevent internal conflict and financial distortion. Rates are therefore **cost-derived, not market-gambled**.

B.3 ROLE-WISE RATE STRUCTURE LOGIC

Rates are determined after factoring the following embedded components within each role:

The base wage component reflecting skill level, physical demand, and responsibility associated with the role. Statutory cost overlays including employer obligations where applicable. Administrative overhead attributable to recruitment, documentation, attendance management, and supervision. Risk and replacement buffers, particularly for high-attrition or high-liability roles. A modest sustainability margin to ensure continuity of the manpower agency.

This structure ensures that rates remain defensible during audits, disputes, or regulatory scrutiny.

B.4 STANDARD MONTHLY DEPLOYMENT RATE BANDS

(Illustrative – final numerical tables will be locked in billing matrix)

Unskilled and support roles such as helpers, janitors, cleaners, and watchmen are placed within the lowest deployment band, reflecting lower skill entry thresholds but high continuity requirements. These roles carry higher replacement probability and therefore embed stronger replacement buffers within the rate.

Semi-skilled roles such as chai masters, kitchen assistants, cashiers, and security guards occupy the mid-band, reflecting role-specific skill, hygiene sensitivity, and customer interaction responsibility.

Skilled and fiduciary roles such as bakery masters, accountants, back-office executives, and drivers handling assets fall within higher bands due to increased liability, verification requirements, and performance sensitivity.

The exact numerical values are issued only through **approved billing matrices** to prevent informal circulation or manipulation.

B.5 BILLING CYCLE AND PAYMENT DISCIPLINE

All manpower deployments are billed on a **monthly service cycle**, unless otherwise approved by NGO-YOHYWA in writing. Billing is attendance-linked, role-specific, and non-negotiable once deployment is confirmed.

Deploying units are required to honor payment timelines strictly. Delays in payment disrupt wage disbursement, expose the ecosystem to labour disputes, and are treated as internal policy violations.

The manpower agency is prohibited from offsetting delayed payments by withholding wages or altering worker entitlements.

B.6 RATE REVISION AND ESCALATION CONTROL

Rate revisions, if any, shall occur only through **institutional review** and shall be based on statutory wage notifications, compliance cost changes, or ecosystem-wide policy adjustments.

Individual negotiations, ad-hoc increments, or location-based deviations are strictly prohibited unless explicitly authorized.

This ensures predictability, fairness, and long-term financial discipline.

B.7 PENALTIES FOR RATE VIOLATION

Any attempt by:

- deploying units to underpay
- agency staff to overcharge
- supervisors to bypass rate cards

constitutes a **material governance violation**.

Such violations invite corrective action, recovery, and disciplinary measures under the Internal Enforcement SOP.

ANNEXURE C

LABOUR CONTRACT ARCHITECTURE, EMPLOYMENT GOVERNANCE & DISCIPLINE FRAMEWORK

C.1 INSTITUTIONAL PURPOSE AND LEGAL PHILOSOPHY

This annexure establishes the **master labour contract architecture** governing all employment relationships executed through the MANPOWER AGENCY (Recruiting Solutions) under the Vyaparasetu Ecosystem. The purpose of this framework is to eliminate informal employment practices, reduce ambiguity in employer–employee relationships, prevent labour disputes, and legally insulate Vyaparasetu-aligned operating units from statutory exposure arising out of manpower engagement.

This annexure does not replace individual labour contracts. Instead, it functions as the **governing policy spine** from which all role-wise labour contracts are derived. Every contract executed with a worker—irrespective of role, location, wage level, or tenure—shall be drafted, interpreted, and enforced strictly in alignment with the principles, clauses, and limitations defined herein.

NGO-YOHYWA has adopted this architecture in recognition of the fact that most labour disputes in India arise not from intentional exploitation, but from poor documentation, inconsistent enforcement, and absence of legally coherent contract structures. This annexure therefore prioritizes **clarity, enforceability, and institutional protection** over flexibility or convenience.

C.2 NATURE OF EMPLOYMENT RELATIONSHIP

All manpower deployed through the MANPOWER AGENCY (Recruiting Solutions) shall be engaged under a **contractual employment relationship** with the agency, and not with the deploying Vyaparasetu unit. This structural separation is intentional and fundamental to the ecosystem’s legal risk management strategy. Under this model, the manpower agency functions as the legal employer responsible for recruitment, documentation, wage disbursement, statutory compliance, and disciplinary process. The deploying unit functions as the place of work and operational supervisor, without assuming direct employer liability.

This separation ensures that labour disputes, wage claims, and statutory enforcement actions are addressed centrally through the agency rather than fragmenting across multiple operating entities.

The worker acknowledges this structure at the time of contract execution and waives any claim of direct employment with the deploying unit. Any misinterpretation or misrepresentation of this relationship is treated as a contractual violation.

C.3 STANDARDIZATION OF CONTRACT FORMAT

All labour contracts shall be executed only in **NGO-approved standard formats**, customized role-wise but structurally consistent across the ecosystem. No handwritten agreements, informal undertakings, verbal assurances, or locally modified formats are permitted under any circumstances.

Standardization ensures that all workers receive uniform clarity regarding their role, wages, attendance expectations, leave eligibility, code of conduct, and termination conditions. It also ensures that the ecosystem can defend its employment practices consistently before labour authorities, courts, or regulatory bodies.

Any contract executed outside the approved format is deemed **invalid for ecosystem purposes** and exposes the entrepreneur to enforcement action.

C.4 TENURE, RENEWAL AND CONTINUITY LOGIC

Employment contracts under this framework are typically executed for fixed tenures aligned with operational requirements, with provisions for renewal based on performance, attendance discipline, and ecosystem demand. This approach balances workforce continuity with operational flexibility, while avoiding the legal ambiguity associated with indefinite informal employment.

Renewal is not automatic. It is subject to documented performance review, conduct assessment, and continued need for the role. This ensures that continuity is earned through discipline and reliability rather than assumed by default.

At the same time, the framework discourages arbitrary non-renewal or premature termination without documented cause, as such practices invite allegations of unfair labour treatment. The architecture therefore emphasizes **documented decision-making** at every stage.

C.5 WAGES, ATTENDANCE AND PAYMENT DISCIPLINE

Wage terms are defined clearly within each contract, specifying monthly wages, attendance-linked payment logic, overtime eligibility where applicable, and payment timelines. All wages are disbursed only through traceable banking channels to ensure transparency and statutory compliance.

Attendance discipline is treated as a core contractual obligation. Workers are required to adhere to defined shift timings, attendance reporting mechanisms, and leave procedures. Chronic absenteeism, unauthorized leave, or falsification of attendance records constitutes contractual breach and attracts disciplinary action.

The agency is prohibited from withholding wages arbitrarily. Any deduction or adjustment must be supported by contractual clauses and documented justification. This protects both worker rights and ecosystem credibility.

C.6 CODE OF CONDUCT AND DISCIPLINARY STRUCTURE

Every labour contract incorporates a binding code of conduct covering workplace behavior, hygiene standards, safety compliance, asset protection, confidentiality, and respectful interaction with customers and supervisors. This code is not symbolic; it is enforceable.

Disciplinary mechanisms are designed to be **progressive and documented**, beginning with warnings and escalating to suspension or termination only where necessary. The objective is correction and continuity, not punitive action for its own sake. However, serious misconduct involving theft, violence, intoxication, or willful damage to assets may warrant immediate termination in accordance with contractual provisions and law.

NGO-YOHYWA retains oversight authority to review disciplinary actions to ensure consistency and fairness across the ecosystem.

C.7 TERMINATION, RESIGNATION AND SEPARATION GOVERNANCE

Termination and resignation processes are governed strictly by contractual terms. Workers are required to provide notice as specified, except in cases of gross misconduct. Similarly, the agency is required to follow due process, including documentation and settlement of dues, before effecting termination. Exit procedures are designed to ensure operational continuity, protection of assets, and closure of statutory obligations. Abrupt abandonment of duty without notice is treated as a serious breach, impacting eligibility for future engagement within the ecosystem.

This separation governance ensures that exits do not translate into disputes, disruptions, or reputational harm.

C.8 NGO OVERSIGHT AND ENFORCEMENT AUTHORITY

NGO-YOHYWA retains the right to review, revise, and enforce this labour contract architecture at any time to align with legal developments, ecosystem expansion, or risk mitigation requirements. All entrepreneurs operating under the Vyaparasetu framework are bound to implement such revisions without resistance or delay.

Non-adherence to this annexure—whether through unauthorized contract formats, inconsistent enforcement, or informal arrangements—constitutes a material breach of incubation terms and may result in corrective action, including suspension or termination of project allocation.

ANNEXURE D

ATTENDANCE, PAYROLL & WAGE DISBURSEMENT STANDARD OPERATING FRAMEWORK

D.1 PURPOSE AND GOVERNANCE PHILOSOPHY

This annexure establishes the mandatory attendance, payroll, and wage disbursement framework governing all manpower deployed through the MANPOWER AGENCY (Recruiting Solutions). The purpose of this framework is to eliminate ambiguity in attendance tracking, prevent wage-related disputes, ensure statutory traceability, and protect the Vyaparasetu Ecosystem from labour unrest arising out of delayed or disputed payments.

NGO-YOHYWA recognizes that wage-related grievances are the single largest trigger for labour disputes, police complaints, and reputational damage in service-oriented enterprises. Accordingly, this annexure treats attendance and payroll not as administrative routines, but as **core governance instruments** requiring precision, discipline, and continuous oversight.

D.2 ATTENDANCE RECORDING ARCHITECTURE

All manpower deployed under this agency shall be governed by a **centralized attendance recording mechanism** approved by NGO-YOHYWA. Attendance may be recorded through biometric systems, mobile attendance applications, supervisor-certified registers, or other mechanisms authorized by the NGO depending on site feasibility.

Attendance records are treated as **legal documents**. Any falsification, proxy marking, manipulation, or retrospective alteration is considered a serious governance violation. Supervisors certifying attendance carry direct accountability for accuracy.

The manpower agency is required to reconcile attendance records with deployment schedules on a daily basis to ensure early detection of absenteeism, irregular patterns, or operational risk.

D.3 WAGE CALCULATION AND PAYROLL DISCIPLINE

Wages are calculated strictly on attendance-linked logic as defined in the individual labour contract and approved rate card. Monthly wages, overtime eligibility, weekly off adjustments, and leave deductions must be computed transparently and documented clearly.

Payroll processing must be completed within the prescribed wage cycle without exception. Delays in wage disbursement expose the ecosystem to unrest, attrition, and statutory liability. Accordingly, the agency is required to maintain sufficient working capital buffers to ensure timely wage payment even in the event of delayed billing from deploying units.

All wage disbursements shall be made only through traceable banking channels. Cash payments are strictly prohibited.

D.4 PAYSLIPS, RECORDS AND AUDIT READINESS

Each worker shall be issued a wage slip or equivalent wage statement detailing attendance, gross wages, deductions if any, and net payable amount. These records must be preserved systematically and produced on demand during audits or inspections.

The agency must maintain payroll registers, attendance registers, and wage disbursement proofs in a manner that is inspection-ready at all times. Failure to maintain such records constitutes non-compliance.

D.5 NGO SUPERVISION AND ENFORCEMENT

NGO-YOHYWA retains the right to inspect attendance and payroll systems, verify wage disbursement timelines, and issue corrective directives. Persistent payroll lapses or wage disputes attributable to mismanagement may trigger enforcement actions including suspension of deployments or termination of incubation.

E.1 COMPLIANCE AS AN OPERATIONAL OBLIGATION

This annexure defines the statutory compliance architecture applicable to the MANPOWER AGENCY (Recruiting Solutions). Compliance under this framework

is treated not as a regulatory burden, but as a **non-negotiable operational obligation** essential to the legitimacy and survivability of the ecosystem.

The agency is required to remain continuously compliant with all applicable central and state labour laws, taxation statutes, and local regulatory requirements.

E.2 MANDATORY REGISTRATIONS AND LICENSES

The agency must obtain and maintain all registrations applicable to manpower service providers, including MSME UDYAM, GST, trade license, professional tax, and labour department registrations as applicable. Where workforce thresholds are crossed, ESI and EPF compliance becomes mandatory without exception.

Registration certificates must be kept valid, renewed on time, and produced upon demand by NGO-YOHYWA or statutory authorities.

E.3 STATUTORY REGISTERS AND RETURNS

The agency must maintain all prescribed statutory registers including attendance, wage, overtime, leave, and employment registers as applicable under labour laws. Returns and filings must be submitted within statutory timelines.

Non-filing, delayed filing, or inaccurate filing exposes the ecosystem to penalties and enforcement action. Such lapses are treated as serious governance failures.

E.4 COMPLIANCE CALENDAR AND MONITORING

A compliance calendar must be maintained and adhered to strictly, covering monthly, quarterly, and annual obligations. The agency is required to submit compliance status updates to the NGO's audit and compliance desk at prescribed intervals.

E.5 ENFORCEMENT AND CONSEQUENCES

NGO-YOHYWA retains the authority to direct corrective action, mandate professional intervention, or suspend operations where compliance failures are

detected. Willful or repeated non-compliance may result in termination of incubation and reporting to relevant authorities where legally required.

ANNEXURE F

DISCIPLINARY CONTROL, INCIDENT MANAGEMENT & WORKFORCE GOVERNANCE PROTOCOL

F.1 INSTITUTIONAL NECESSITY OF DISCIPLINARY GOVERNANCE

Within a manpower-intensive ecosystem, discipline is not a matter of internal preference or managerial style; it is a **legal and operational necessity**. The absence of a documented and enforceable disciplinary framework exposes enterprises to allegations of arbitrariness, discrimination, and unfair labour practices, while simultaneously weakening operational control. NGO-YOHYWA has therefore institutionalized this Disciplinary and Incident Management Protocol to ensure that workforce governance across the Vyaparasetu Ecosystem remains consistent, defensible, and legally sustainable.

This annexure establishes a **uniform disciplinary doctrine** applicable to all manpower deployed through the MANPOWER AGENCY (Recruiting Solutions), irrespective of role, location, or deploying unit. It replaces informal warnings, ad-hoc penalties, and inconsistent supervisory responses with a **documented, progressive, and auditable process**.

F.2 CLASSIFICATION OF MISCONDUCT

Misconduct under this framework is classified based on severity, impact, and risk exposure. This classification exists to ensure proportional response and to prevent both excessive punishment and managerial leniency.

Minor misconduct includes attendance irregularities, tardiness, failure to follow routine instructions, and isolated lapses in workplace discipline that do not result in material harm. Such misconduct, while not immediately threatening, erodes operational discipline if left unaddressed.

Major misconduct includes repeated absenteeism, insubordination, negligence affecting operations, violation of hygiene or safety protocols, misuse of uniforms or identity, and conduct that damages customer trust or brand reputation.

Gross misconduct includes theft, physical violence, intoxication during duty, willful damage to assets, falsification of records, harassment, or any act that exposes the ecosystem to criminal liability or severe reputational harm.

F.3 PROGRESSIVE DISCIPLINARY PROCESS

Disciplinary action under this protocol follows a **progressive escalation model**, except in cases of gross misconduct where immediate action may be warranted. The process begins with documented verbal counseling, followed by written warnings where misconduct persists. Continued non-compliance may lead to suspension, reassignment, or termination in accordance with labour contract provisions and applicable law. At every stage, documentation is mandatory to establish fairness, consistency, and legal defensibility.

Supervisors are expressly prohibited from imposing informal punishments, wage deductions, or arbitrary penalties outside the prescribed process. Such actions undermine institutional credibility and expose the ecosystem to legal challenge.

F.4 INCIDENT REPORTING AND INVESTIGATION

All incidents involving misconduct, accidents, disputes, or safety breaches must be formally reported through an incident reporting mechanism approved by NGO-YOHYWA. Incident reports must capture factual details, witness accounts, and immediate corrective actions taken.

Where investigation is required, it must be conducted objectively, without prejudice, and within a reasonable timeframe. The worker concerned must be given an opportunity to present their explanation unless immediate suspension is required to protect safety or assets.

NGO-YOHYWA reserves the right to review incident reports, intervene in investigations, and prescribe disciplinary outcomes where ecosystem risk is involved.

F.5 ENFORCEMENT AUTHORITY AND OVERSIGHT

The MANPOWER AGENCY (Recruiting Solutions) is responsible for first-level disciplinary enforcement. However, NGO-YOHYWA retains **ultimate oversight**

authority and may override, escalate, or modify disciplinary actions where necessary to protect ecosystem interests.

Failure to enforce discipline, selective leniency, or suppression of incidents is treated as a governance failure attributable to agency management and may attract corrective action under the incubation framework.

ANNEXURE G

REPLACEMENT, ATTRITION CONTROL & WORKFORCE CONTINUITY STANDARD OPERATING FRAMEWORK

G.1 CONTINUITY AS AN ECOSYSTEM IMPERATIVE

Workforce continuity is a critical determinant of operational stability across Vyaparasetu ventures. Attrition, absenteeism, and sudden workforce gaps disrupt service delivery, compromise quality standards, and expose enterprises to customer dissatisfaction and compliance risk. This annexure institutionalizes continuity as a **managed system**, not a reactive afterthought.

The MANPOWER AGENCY (Recruiting Solutions) is expressly mandated to treat replacement readiness as a standing operational obligation rather than an emergency response.

G.2 REPLACEMENT POOL MANAGEMENT

The agency is required to maintain an **active replacement pool** for roles identified as critical, including food service staff, drivers, facility personnel, and security roles. This pool must consist of pre-verified, documented candidates capable of rapid deployment.

Replacement pools are not to be created only after attrition occurs. They must be maintained proactively through continuous sourcing, documentation, and basic orientation.

G.3 ATTRITION MONITORING AND EARLY WARNING

Attrition is to be monitored not merely as an exit event, but as a trend indicator. Patterns such as repeated absenteeism, frequent leave requests, or declining performance are treated as early warning signals requiring managerial intervention.

The agency must analyze attrition causes periodically and implement corrective measures such as role re-alignment, counseling, or training to reduce avoidable exits.

G.4 REPLACEMENT DEPLOYMENT TIMELINES

Upon confirmed attrition, resignation, termination, or abandonment of duty, the agency must initiate replacement deployment within a timeframe appropriate to the role's operational criticality. Prolonged vacancies without justification constitute a service failure.

Deploying units are prohibited from independently sourcing replacements during this period unless expressly authorized by NGO-YOHYWA.

G.5 CONTINUITY FAILURE AND ACCOUNTABILITY

Failure to maintain continuity resulting in operational disruption, customer complaints, or regulatory exposure is treated as a performance lapse attributable to agency management. Repeated continuity failures may trigger escalation under the Monitoring and Enforcement framework.

NGO-YOHYWA retains the authority to mandate process changes, leadership intervention, or structural correction to safeguard ecosystem stability.

ANNEXURE H

MONITORING, REPORTING & AUDIT GOVERNANCE FRAMEWORK

H.1 PURPOSE AND INSTITUTIONAL OVERSIGHT PHILOSOPHY

This annexure establishes the comprehensive monitoring, reporting, and audit framework governing the MANPOWER AGENCY (Recruiting Solutions). The framework exists to ensure that operational reality, financial integrity, and compliance status are continuously visible to NGO-YOHYWA, enabling timely intervention and prevention of systemic risk. Monitoring under this framework is not symbolic oversight; it is an **active governance mechanism** designed to protect ecosystem continuity and credibility.

Given the central role of manpower across food services, logistics, manufacturing, administration, and facility management, failures in monitoring translate rapidly into operational disruption and legal exposure. Accordingly, NGO-YOHYWA mandates a structured, periodic, and event-driven reporting regime supported by audit authority.

H.2 OPERATIONAL REPORTING OBLIGATIONS

The agency is required to submit periodic operational reports reflecting deployment strength, attendance trends, attrition events, replacement timelines, and incident occurrences. These reports must be factual, contemporaneous, and supported by verifiable records. Suppression of adverse data, delayed reporting, or presentation of sanitized narratives undermines governance and is treated as a serious breach of trust.

Operational reports serve as early-warning instruments. Patterns indicating rising absenteeism, role-specific churn, or repeated incidents require immediate managerial response and, where necessary, institutional intervention.

H.3 FINANCIAL AND COMPLIANCE REPORTING

In addition to operational reporting, the agency must submit financial and compliance reports at prescribed intervals. These include summaries of billing, wage disbursement status, statutory filings, and contribution remittances to the

NGO fund. Financial reporting must align with bank statements, payroll registers, and statutory records to ensure traceability.

Compliance reporting covers registration validity, return filings, and adherence to statutory timelines. Non-reporting or inaccurate reporting compromises audit readiness and exposes the ecosystem to regulatory risk.

H.4 AUDIT RIGHTS AND PROCEDURES

NGO-YOHYWA retains the right to conduct routine, special, or surprise audits of the MANPOWER AGENCY (Recruiting Solutions). Audits may include inspection of bank accounts, payroll registers, attendance records, labour contracts, compliance filings, and incident logs. The scope of audit is not limited to financial accuracy; it extends to process integrity and governance discipline.

The agency is obligated to provide unhindered access to records and personnel during audits. Obstruction, delay, or non-cooperation constitutes a governance violation and may trigger enforcement action.

H.5 CORRECTIVE ACTION AND ESCALATION

Audit findings and monitoring observations may result in corrective directives requiring procedural changes, retraining, leadership intervention, or system upgrades. The agency is required to implement such directives within prescribed timelines and report compliance.

Persistent failure to address audit observations, repeated adverse findings, or evidence of willful misconduct may lead to escalation under the termination and re-allocation provisions of the incubation framework.

ANNEXURE I

PROFIT COMPUTATION, VERIFICATION & NGO CONTRIBUTION METHODOLOGY

I.1 OBJECTIVE AND GOVERNANCE INTENT

This annexure defines the authoritative methodology for computation, verification, and remittance of profits generated by the MANPOWER AGENCY (Recruiting Solutions), including the mandatory contribution to the NGO-YOHYWA Ecosystem Sustainability and Incubation Fund. The intent is to prevent ambiguity, manipulation, or selective interpretation of financial outcomes and to ensure that ecosystem reinvestment obligations are fulfilled transparently.

Profit governance under this framework is not a discretionary accounting exercise. It is a **contractual and institutional obligation** tied directly to incubation privileges and ecosystem participation.

I.2 DEFINITION OF NET PROFIT

For the purposes of this framework, net profit is defined as gross revenue realized from manpower deployment services during a given period, minus legitimate operational expenses directly attributable to the manpower agency. Such expenses may include wages disbursed, statutory contributions, administrative overheads, recruitment and documentation costs, and other expenses expressly approved under Annexure A.

Expenses that are personal in nature, unrelated to manpower operations, or artificially inflated to suppress profits are expressly excluded and disallowed for computation purposes.

I.3 PROFIT VERIFICATION PROCESS

Net profit computation must be supported by documentary evidence, including invoices, bank statements, payroll records, and statutory filings. Monthly profit statements are subject to verification by the NGO audit desk. Discrepancies identified during verification must be resolved promptly with supporting clarification.

Where disputes arise regarding allowable expenses or profit computation, the determination of NGO-YOHYWA shall be final and binding for ecosystem purposes.

I.4 NGO CONTRIBUTION CALCULATION AND REMITTANCE

Upon verification of net profit, the agency is required to remit **ten percent (10%) of verified net profit** to the NGO-YOHYWA Ecosystem Sustainability and Incubation Fund within the prescribed timeline. This remittance is mandatory and non-negotiable.

Delayed remittance, partial payment, or non-payment constitutes a material breach of incubation terms and attracts enforcement action, including suspension of ecosystem privileges or termination of project allocation.

I.5 RECORD KEEPING AND AUDIT LINKAGE

All profit computation records, remittance proofs, and correspondence relating to contribution obligations must be preserved systematically and produced during audits. This annexure operates in conjunction with Annexure H to ensure end-to-end financial governance.

ANNEXURE J

TERMINATION, EXIT & PROJECT RE-ALLOCATION GOVERNANCE POLICY

J.1 INSTITUTIONAL INTENT AND RISK CONTAINMENT OBJECTIVE

This annexure establishes the authoritative framework governing termination, exit, and re-allocation of the MANPOWER AGENCY (Recruiting Solutions) under the Vyaparasetu Ecosystem. The objective of this policy is to ensure that **individual exit events do not destabilize ecosystem operations**, workforce continuity, or institutional credibility.

NGO-YOHYWA recognizes that manpower is a mission-critical infrastructure service. Any disruption in its governance—whether due to voluntary withdrawal, mismanagement, or non-compliance—poses immediate risk to multiple dependent ventures. Accordingly, termination and exit are treated not as private business decisions but as **institutionally regulated events** subject to structured control.

J.2 VOLUNTARY EXIT BY INCUBATED ENTREPRENEUR

An incubated entrepreneur seeking voluntary exit from the MANPOWER AGENCY (Recruiting Solutions) must provide a **minimum six (6) months' prior written notice** to NGO-YOHYWA. During the notice period, the entrepreneur is obligated to continue operations in full compliance with all ecosystem standards, without dilution of service quality or governance discipline.

The purpose of the notice period is to allow NGO-YOHYWA sufficient time to ensure continuity of manpower services, evaluate alternative operational arrangements, and safeguard the interests of deploying units and workers. Abrupt withdrawal, abandonment of operations, or cessation of services without notice is treated as a severe breach of incubation responsibility.

J.3 INVOLUNTARY TERMINATION BY NGO-YOHYWA

NGO-YOHYWA reserves the right to terminate incubation with immediate effect in cases of material breach, including but not limited to misuse of subsidy,

financial opacity, repeated compliance failures, willful violation of exclusivity, suppression of incidents, or conduct that exposes the ecosystem to legal or reputational risk.

In such cases, NGO-YOHYWA is not required to provide extended notice or compensation. The primary obligation of the NGO is to protect ecosystem continuity and workforce stability, which overrides individual commercial considerations.

J.4 SUBSIDY AND FINANCIAL CONSEQUENCES

Under all termination or exit scenarios, the NGO subsidy component remains **non-refundable and non-recoverable**. The entrepreneur shall have no claim over subsidy funds, future earnings, or goodwill. Any outstanding financial obligations, statutory dues, or contribution arrears must be settled prior to exit closure.

J.5 PROJECT RE-ALLOCATION AUTHORITY

Upon termination or exit, NGO-YOHYWA retains full authority to **re-allocate the manpower agency operations** to another eligible aspirant or internal operational mechanism to ensure uninterrupted service. The exiting entrepreneur shall not obstruct transition, withhold records, or interfere with workforce continuity.

ANNEXURE K

WORKFORCE CODE OF CONDUCT, ETHICS & BEHAVIORAL GOVERNANCE FRAMEWORK

K.1 PURPOSE AND ETHICAL FOUNDATIONS

This annexure establishes the mandatory Code of Conduct applicable to all manpower deployed through the MANPOWER AGENCY (Recruiting Solutions). The code exists to ensure **behavioral uniformity, ethical discipline, and reputational protection** across all Vyaparasetu operations.

Given the public-facing nature of food services, logistics, retail, and facility management, individual conduct directly reflects on the ecosystem. Ethical lapses by even a single worker can result in customer complaints, regulatory scrutiny, or reputational damage. This framework therefore treats conduct as an institutional obligation, not a personal choice.

K.2 EXPECTED STANDARDS OF CONDUCT

All personnel are required to conduct themselves with professionalism, honesty, and respect toward customers, supervisors, co-workers, and members of the public. Hygiene, punctuality, sobriety during duty hours, and adherence to safety norms are non-negotiable.

Misrepresentation of identity, misuse of uniforms or credentials, unauthorized commitments, or engagement in activities that conflict with ecosystem values is strictly prohibited.

K.3 CONFIDENTIALITY AND ASSET PROTECTION

Workers may gain access to sensitive operational information, customer data, or physical assets. Confidentiality must be maintained at all times. Unauthorized disclosure or misuse of information is treated as serious misconduct.

All assets entrusted during deployment must be handled responsibly. Loss or damage arising from negligence or misconduct attracts disciplinary and recovery action as per contract terms.

K.4 ENFORCEMENT AND CONSEQUENCES

Violation of the Code of Conduct attracts disciplinary action under Annexure F. Repeated or serious breaches may result in termination and blacklisting from future engagement within the Vyaparasetu Ecosystem.

NGO-YOHYWA retains oversight authority to enforce ethical discipline where ecosystem reputation is at stake.

ANNEXURE L

EXPANSION, REPLICATION & ECOSYSTEM INTEGRATION POLICY

L.1 STRATEGIC ROLE IN ECOSYSTEM SCALING

The MANPOWER AGENCY (Recruiting Solutions) is designed as a **scalable institutional platform**, capable of expanding in tandem with the growth of the Vyaparasetu Ecosystem. As new ventures, locations, and verticals are launched, manpower requirements will increase in volume and complexity. This annexure defines the principles governing such expansion. Growth under this framework is not opportunistic. It is **policy-guided and capacity-controlled**, ensuring that governance discipline is preserved even as operational scale increases.

L.2 GEOGRAPHIC AND OPERATIONAL EXPANSION

Expansion into new districts, states, or operational formats shall occur only with prior approval of NGO-YOHYWA. The agency must demonstrate readiness in terms of compliance capacity, monitoring systems, and workforce continuity before expansion is authorized. Unauthorized expansion or parallel operations outside approved zones is prohibited.

L.3 REPLICATION AND STANDARDIZATION

Replication of manpower operations across locations must adhere to standardized processes, contract formats, rate governance, and compliance protocols. Local deviations that compromise uniformity or discipline are not permitted. Standardization ensures that ecosystem identity, service quality, and legal defensibility remain intact irrespective of scale.

L.4 LONG-TERM INTEGRATION WITH NGO-YOHYWA MISSION

In the long term, the manpower agency is expected to integrate with broader NGO-YOHYWA initiatives relating to skill development, youth employment, and social inclusion. This integration reinforces the ecosystem's dual objective of economic viability and social impact.

ANNEXURE M

RISK CLASSIFICATION, LIABILITY ALLOCATION & LEGAL SHIELD FRAMEWORK

M.1 PURPOSE AND INSTITUTIONAL RISK PHILOSOPHY

This annexure establishes the comprehensive risk classification and liability allocation framework governing manpower deployment across the Vyaparasetu Ecosystem. The objective is to **identify, classify, isolate, and legally contain risks** arising from human deployment, thereby preventing spillover of liability onto operating units, the NGO, or ecosystem partners.

NGO-YOHYWA recognizes that manpower-related risks are inherently multidimensional, encompassing operational, legal, financial, reputational, and criminal exposure. This annexure therefore treats risk management as an **institutional defense mechanism**, not an operational afterthought.

M.2 CLASSIFICATION OF MANPOWER RISKS

Risks are classified into operational risk, statutory risk, civil liability risk, criminal exposure risk, reputational risk, and systemic ecosystem risk. Each class is governed by predefined mitigation responsibilities and escalation thresholds.

Operational risks include absenteeism, negligence, performance failure, and misconduct. Statutory risks arise from non-compliance with labour laws. Civil risks include wage claims and compensation demands. Criminal risks arise from theft, assault, intoxication, or accidents. Reputational risks affect brand trust and public confidence. Systemic risks threaten multiple ecosystem units simultaneously.

M.3 LIABILITY ALLOCATION PRINCIPLE

Under the Vyaparasetu manpower model, **primary employment liability vests with the MANPOWER AGENCY (Recruiting Solutions)**, not with deploying units. Deploying units act as work-location supervisors only. This separation is non-negotiable and central to ecosystem legal shielding.

Where risk arises due to agency failure, liability rests with the agency. Where risk arises due to deploying unit's documented violation of protocols, liability may be proportionately allocated as determined by NGO-YOHYWA.

M.4 NGO SHIELD AND NON-ATTRIBUTION CLAUSE

NGO-YOHYWA shall not be deemed an employer, co-employer, or principal employer for purposes of labour disputes, civil claims, or criminal proceedings. All documentation, contracts, and representations must reflect this separation. Any attempt to implead the NGO due to misrepresentation, negligence, or unauthorized commitments by the agency shall be treated as a severe governance breach.

ANNEXURE N

INSURANCE COVERAGE, INDEMNITY & ASSET PROTECTION POLICY

N.1 PURPOSE AND INSURANCE MANDATE

This annexure establishes mandatory insurance and indemnity coverage requirements to financially absorb risks arising from manpower deployment. Insurance under this framework is not optional; it is an **ecosystem protection instrument**.

N.2 MANDATORY INSURANCE CATEGORIES

The agency is required to maintain appropriate coverage for employee accident insurance, public liability insurance, employer liability coverage, and role-specific risk insurance where applicable (drivers, security staff, etc.).

Coverage limits must be reviewed periodically and enhanced as deployment scale increases.

N.3 INDEMNITY OBLIGATIONS

The agency shall indemnify deploying units and NGO-YOHYWA against losses arising out of manpower negligence, misconduct, or statutory violations attributable to the agency's failure.

Indemnity obligations survive termination of contracts and incubation.

N.4 ASSET PROTECTION AND RECOVERY

Where manpower is entrusted with assets, the agency must enforce asset acknowledgment, custody records, and recovery protocols. Losses due to negligence or misconduct may be recovered as per contract and law.

ANNEXURE O

GRIEVANCE REDRESSAL, WORKER COMPLAINTS & ESCALATION MECHANISM

O.1 PURPOSE AND GOVERNANCE INTENT

This annexure establishes the formal grievance redressal and complaint-handling architecture applicable to all manpower deployed through the MANPOWER AGENCY (Recruiting Solutions). The objective is to ensure that worker grievances are addressed through a **structured, time-bound, and institutionally auditable mechanism**, thereby preventing escalation into labour unrest, police complaints, media exposure, or statutory intervention.

NGO-YOHYWA recognizes that unresolved grievances—particularly those related to wages, attendance, duty allocation, dignity at workplace, and supervisory conduct—constitute a primary source of instability in manpower-intensive operations. Accordingly, this framework treats grievance redressal as a **preventive governance function**, not a reactive dispute-resolution exercise.

O.2 SCOPE OF GRIEVANCES COVERED

Grievances under this framework include, but are not limited to, wage disputes, attendance discrepancies, unfair disciplinary action, denial of leave, unsafe working conditions, harassment, discrimination, excessive workload, and misrepresentation of contractual terms. The framework applies irrespective of role, location, tenure, or employment status, provided the worker is deployed through the agency.

Anonymous complaints may be accepted where credible risk is indicated, subject to preliminary verification to prevent misuse.

O.3 MULTI-TIER ESCALATION STRUCTURE

The grievance mechanism operates through a tiered escalation model to ensure proportional resolution while preserving institutional authority.

At the first level, grievances are reported to the MANPOWER AGENCY (Recruiting Solutions) through designated channels. The agency is required to acknowledge receipt promptly and initiate fact-finding within a reasonable timeframe.

If unresolved or inadequately addressed, grievances may be escalated to the NGO's designated grievance oversight desk. At this level, NGO-YOHYWA may seek records, interview concerned parties, and issue binding directions for resolution.

In cases involving systemic risk, reputational exposure, or allegations of serious misconduct, NGO-YOHYWA may assume direct control of the grievance process and prescribe immediate corrective or disciplinary action.

O.4 TIME-BOUND RESOLUTION AND DOCUMENTATION

All grievances must be processed within defined timelines appropriate to their severity. Delays, suppression, or informal settlements without documentation are prohibited. Each grievance must be recorded, investigated, resolved, and closed with a documented outcome.

The objective of documentation is twofold: to ensure fairness to the worker and to protect the ecosystem through audit-ready records.

O.5 PROTECTION AGAINST RETALIATION

Workers raising grievances in good faith are protected against retaliation. Any attempt by supervisors or agency staff to intimidate, penalize, or disadvantage a worker for raising a grievance constitutes a serious governance violation and attracts enforcement action.

O.6 NGO OVERSIGHT AND ENFORCEMENT

NGO-YOHYWA retains oversight authority over the grievance mechanism and may revise procedures, mandate external facilitation, or impose sanctions where grievance handling fails to meet institutional standards.

ANNEXURE P

PREVENTION OF SEXUAL HARASSMENT (POSH), WORKPLACE SAFETY & GENDER DIGNITY FRAMEWORK

P.1 INSTITUTIONAL COMMITMENT AND LEGAL BASIS

This annexure establishes the Prevention of Sexual Harassment (POSH), workplace safety, and gender dignity framework applicable across all manpower deployments under the Vyaparasetu Ecosystem. The framework is aligned with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, and reflects NGO-YOHYWA's institutional commitment to dignity, safety, and equality at the workplace.

POSH compliance under this framework is not symbolic. It is a **legal, ethical, and reputational imperative**, particularly in public-facing sectors such as food services, retail, logistics, and facility management.

P.2 SCOPE AND APPLICABILITY

This framework applies to all workers, supervisors, managers, contractors, and visitors interacting with manpower deployed through the agency, irrespective of gender, role, or employment status. The definition of workplace extends to all deployment locations, transport provided for work, and any place visited in the course of duty.

P.3 INTERNAL COMPLAINTS COMMITTEE (ICC)

The MANPOWER AGENCY (Recruiting Solutions) shall constitute or affiliate with a duly constituted Internal Complaints Committee in accordance with statutory requirements. The ICC shall include trained members, an external member, and gender representation as mandated by law.

The ICC functions independently and is empowered to receive complaints, conduct inquiries, recommend interim measures, and propose disciplinary action.

P.4 COMPLAINT HANDLING AND CONFIDENTIALITY

Complaints under POSH must be handled with strict confidentiality, sensitivity, and procedural fairness. Retaliation, victim-blaming, or disclosure of complaint details is strictly prohibited and attracts severe disciplinary action.

Where immediate risk to safety is identified, interim protective measures may be implemented pending inquiry.

P.5 TRAINING, AWARENESS AND PREVENTION

The agency is required to conduct periodic awareness programs and orientation sessions to ensure that all workers understand acceptable behavior, reporting channels, and consequences of violation. Prevention through awareness is treated as a core compliance obligation.

P.6 ENFORCEMENT AND NGO OVERSIGHT

Findings and recommendations of the ICC are binding for ecosystem purposes, subject to legal safeguards. NGO-YOHYWA retains oversight authority to ensure POSH compliance and may intervene where institutional risk is involved.

Non-compliance with POSH obligations constitutes a serious governance failure and may result in termination of incubation.

ANNEXURE Q

DATA PROTECTION, CONFIDENTIALITY & DIGITAL RECORDS GOVERNANCE FRAMEWORK

Q.1 PURPOSE AND INFORMATION GOVERNANCE PHILOSOPHY

This annexure establishes the authoritative framework for protection, handling, storage, and governance of all data generated, processed, or accessed in the course of manpower operations. The objective is to prevent unauthorized disclosure, misuse, loss, or manipulation of information that could expose workers, deploying units, or the ecosystem to legal, financial, or reputational risk.

NGO-YOHYWA recognizes that manpower operations generate sensitive personal, financial, and operational data. Accordingly, data governance under this framework is treated as a **fiduciary responsibility**, not a technical afterthought. Compliance with this annexure is mandatory irrespective of scale, location, or technology stack employed.

Q.2 SCOPE OF DATA COVERED

The scope includes, but is not limited to, worker personal details, identity proofs, contact information, banking details, attendance logs, payroll records, disciplinary records, grievance files, incident reports, compliance filings, and any digital or physical records generated during manpower deployment.

Data belonging to deploying units, customers, or third parties accessed during the course of duty is also covered under confidentiality obligations.

Q.3 ACCESS CONTROL AND AUTHORIZATION

Access to data shall be strictly role-based and limited to personnel with a legitimate operational requirement. Unauthorized access, sharing, or replication of data is prohibited. Passwords, credentials, and system access rights must be protected and periodically reviewed. The agency must maintain access logs and ensure immediate revocation of access upon role change, suspension, or separation of personnel.

Q.4 DATA STORAGE, RETENTION AND SECURITY

All records must be stored securely, whether in physical or digital form. Physical records must be protected against loss, damage, or unauthorized access. Digital records must be safeguarded through appropriate security controls, backups, and restricted access mechanisms.

Data retention periods shall align with statutory requirements and ecosystem policy. Premature destruction or indefinite retention without justification is prohibited.

Q.5 CONFIDENTIALITY OBLIGATIONS

All personnel handling data are bound by confidentiality obligations during and after their engagement. Disclosure of data to unauthorized persons, including media or external parties, without institutional authorization is treated as serious misconduct.

Confidentiality obligations survive termination and are enforceable under contract and law.

Q.6 DATA BREACH RESPONSE AND REPORTING

Any suspected or actual data breach must be reported immediately through designated channels. The agency is required to initiate containment, assess impact, document findings, and cooperate with NGO oversight in implementing corrective measures.

Failure to report or concealment of data breaches constitutes a severe governance violation.

Q.7 NGO OVERSIGHT AND ENFORCEMENT

NGO-YOHYWA retains oversight authority to audit data governance practices, mandate corrective actions, and enforce compliance. Persistent or willful data governance failures may result in termination of incubation and legal escalation where applicable.

ANNEXURE R

VENDOR, THIRD-PARTY & BACKGROUND VERIFICATION PROTOCOL

R.1 PURPOSE AND RISK MITIGATION OBJECTIVE

This annexure establishes the protocol governing engagement, verification, and oversight of vendors, third-party service providers, and background verification processes associated with manpower operations. The objective is to **prevent infiltration of risk through external dependencies** and to ensure that all individuals and entities connected to manpower deployment meet minimum integrity and compliance standards.

R.2 VENDOR AND THIRD-PARTY ENGAGEMENT GOVERNANCE

Any vendor or third-party engaged for recruitment support, training, verification, technology, or ancillary services must be approved by the MANPOWER AGENCY (Recruiting Solutions) in alignment with NGO directives. Informal or undocumented engagements are prohibited.

Contracts with vendors must include confidentiality, compliance, and termination clauses consistent with ecosystem policy.

R.3 BACKGROUND VERIFICATION REQUIREMENTS

Background verification is mandatory for roles involving customer interaction, asset handling, cash management, driving, security, or access to sensitive information. Verification may include identity validation, address verification, reference checks, and role-appropriate screening.

Verification must be completed prior to deployment wherever feasible. Conditional deployment without verification is permitted only under exceptional circumstances and must be documented with justification.

R.4 DOCUMENTATION AND RECORD KEEPING

Verification records, vendor credentials, and engagement documents must be preserved systematically and produced during audits or inspections.

Fabrication, suppression, or misrepresentation of verification records is treated as a serious governance breach.

R.5 CONTINUOUS MONITORING AND RE-VERIFICATION

Background verification is not a one-time activity. Where risk profiles warrant, periodic re-verification may be conducted to ensure continued suitability of personnel.

R.6 LIABILITY AND ACCOUNTABILITY

Failures arising from inadequate verification or vendor negligence are attributable to the agency unless otherwise determined by NGO-YOHYWA. The agency is required to take corrective action, including termination of engagement and remediation, where deficiencies are identified.

R.7 NGO OVERSIGHT AND ENFORCEMENT

NGO-YOHYWA retains authority to review vendor engagements, mandate re-verification, or prohibit specific vendors or practices where ecosystem risk is identified.

ANNEXURE S

TRAINING, SKILL ALIGNMENT & CERTIFICATION FRAMEWORK

S.1 PURPOSE AND CAPABILITY GOVERNANCE PHILOSOPHY

This annexure establishes the structured training, skill alignment, and certification framework governing all manpower deployed through the MANPOWER AGENCY (Recruiting Solutions). The objective is to ensure that workforce capability is **institutionally aligned with ecosystem requirements**, not left to individual discretion or informal on-the-job learning. Skill gaps, inconsistent practices, and absence of orientation are recognized as primary contributors to operational failure, safety incidents, and brand inconsistency.

NGO-YOHYWA treats training as a **governance function**, not a discretionary benefit. Accordingly, this framework mandates baseline orientation, role-specific skill alignment, and periodic reinforcement to ensure uniform standards across locations and verticals.

S.2 BASELINE ORIENTATION AND ECOSYSTEM INDUCTION

All workers must undergo a baseline induction covering ecosystem values, code of conduct, attendance discipline, safety expectations, grievance mechanisms, and confidentiality obligations prior to or immediately upon deployment. This induction ensures that workers understand not only their role, but also the institutional environment in which they operate.

Induction completion must be documented. Deployment without induction is permitted only under exceptional operational exigency and must be regularized promptly.

S.3 ROLE-SPECIFIC SKILL ALIGNMENT

Beyond baseline induction, role-specific alignment is mandatory for positions requiring technical skill, hygiene sensitivity, asset handling, or public interaction. This includes, but is not limited to, food handling practices for chai and bakery staff, driving conduct and safety norms for drivers, cash handling protocols for cashiers, and compliance awareness for administrative roles.

Skill alignment may be delivered through in-house sessions, standardized modules, or approved external partners. Regardless of delivery mode, content must align with NGO-approved standards.

S.4 CERTIFICATION AND DOCUMENTATION

Where applicable, workers may be issued internal certifications acknowledging completion of required training modules. Certifications serve as documentation of readiness and may be referenced during audits, incident reviews, or performance assessments.

Certification does not imply permanent competence; it reflects compliance with current standards and may be withdrawn if performance lapses are observed.

S.5 PERIODIC REFRESHERS AND UPGRADATION

Skills and standards evolve with operational expansion, regulatory change, and risk learning. The agency is therefore required to conduct periodic refresher sessions, particularly following incidents, audit observations, or policy revisions. Failure to implement mandated refreshers constitutes a governance lapse.

S.6 NGO OVERSIGHT AND ENFORCEMENT

NGO-YOHYWA retains authority to prescribe training content, mandate certifications, audit training records, and require corrective alignment where deficiencies are identified. Training non-compliance may result in suspension of deployment for affected roles until rectified.

ANNEXURE T

HEALTH, SAFETY, ACCIDENT & EMERGENCY RESPONSE STANDARD OPERATING PROCEDURE

T.1 PURPOSE AND SAFETY GOVERNANCE MANDATE

This annexure establishes the health, safety, accident, and emergency response framework applicable to all manpower deployed under the Vyaparasetu Ecosystem. The objective is to prevent avoidable harm, minimize injury severity, and ensure structured response to incidents, thereby protecting workers, customers, assets, and institutional credibility.

Safety under this framework is treated as a **collective obligation**, requiring cooperation between the manpower agency, deploying units, and supervisory personnel.

T.2 HEALTH AND SAFETY OBLIGATIONS

Workers must adhere to prescribed safety practices relevant to their role, including hygiene standards, use of protective equipment, safe handling of tools and machinery, and compliance with site-specific safety instructions. Deploying units must provide a reasonably safe working environment consistent with operational requirements.

Unsafe practices, negligence, or disregard of safety instructions constitute misconduct and attract disciplinary action.

T.3 ACCIDENT REPORTING AND IMMEDIATE RESPONSE

All accidents, injuries, or near-miss incidents must be reported immediately through designated channels. Initial response must prioritize medical assistance and safety containment. Delay or suppression of accident reporting is strictly prohibited.

Incident reports must capture factual details, immediate actions taken, and recommendations for prevention.

T.4 MEDICAL ASSISTANCE AND SUPPORT

Where injury occurs during duty, the agency must facilitate timely medical assistance in accordance with insurance coverage and legal obligations. Documentation of medical support provided is mandatory.

T.5 EMERGENCY RESPONSE AND EVACUATION

The agency must ensure that workers are aware of basic emergency response procedures applicable to their deployment location, including fire response, evacuation routes, and contact points. Coordination with deploying units is required to ensure clarity during emergencies.

T.6 INVESTIGATION, CORRECTIVE ACTION AND PREVENTION

Accidents and emergencies must be investigated to identify root causes and prevent recurrence. Corrective actions may include retraining, process modification, or equipment changes. NGO-YOHYWA may mandate specific preventive measures where systemic risk is identified.

T.7 NGO OVERSIGHT AND ENFORCEMENT

NGO-YOHYWA retains authority to review safety incidents, mandate corrective actions, and enforce compliance. Repeated safety failures may trigger escalation under termination and re-allocation provisions.

ANNEXURE U

GOVERNMENT INSPECTIONS, LABOUR OFFICER HANDLING & LEGAL RESPONSE SOP

U.1 PURPOSE AND REGULATORY INTERFACE PHILOSOPHY

This annexure establishes the standard operating procedure for handling government inspections, labour department visits, notices, inquiries, and legal communications affecting manpower operations under the Vyaparasetu Ecosystem. The objective is to ensure that all regulatory interactions are managed **calmly, lawfully, transparently, and institutionally**, without panic, concealment, or unauthorized representations.

NGO-YOHYWA recognizes that regulatory scrutiny is a routine aspect of manpower-intensive operations. Mishandling inspections—through informal communication, partial disclosures, or defensive behavior—often escalates minor issues into serious enforcement actions. This framework therefore treats regulatory interface as a **governed institutional process**, not an ad-hoc reaction.

U.2 AUTHORIZED REPRESENTATION AND COMMUNICATION

Only authorized representatives of the MANPOWER AGENCY (Recruiting Solutions) may interact with government officials on matters relating to manpower deployment. Unauthorized staff, supervisors, or workers are prohibited from making statements, submissions, or commitments on behalf of the agency or ecosystem.

Where inspection relates to ecosystem-wide matters or carries reputational or legal risk, NGO-YOHYWA must be informed immediately and may designate an authorized representative to lead or supervise the interaction.

U.3 DOCUMENT PRODUCTION AND DISCLOSURE

During inspections or inquiries, documents shall be produced **truthfully and accurately**, limited to what is lawfully requested. Fabrication, backdating, or suppression of records is strictly prohibited and exposes the ecosystem to severe legal consequences.

If records are not immediately available, the agency must seek reasonable time for production rather than improvising or misrepresenting information.

U.4 NOTICE HANDLING AND RESPONSE

Any notice, summons, or communication received from government authorities must be acknowledged promptly and escalated internally. Responses must be drafted carefully, supported by documentation, and reviewed by competent personnel before submission.

Time limits prescribed in notices must be adhered to strictly. Delay or non-response is treated as a governance failure.

U.5 LEGAL COUNSEL AND ESCALATION

Where inspections or notices indicate potential enforcement action, penalties, or prosecution, the agency must consult legal counsel and inform NGO-YOHYWA without delay. Independent legal positions or settlements without NGO knowledge are prohibited.

NGO-YOHYWA retains authority to guide legal strategy where ecosystem interests are implicated.

U.6 POST-INSPECTION CORRECTIVE ACTION

Findings, observations, or directions arising from inspections must be documented and addressed promptly. Corrective actions must be tracked and reported to the NGO oversight desk to prevent recurrence.

ANNEXURE V

BLACKLISTING, SUSPENSION & ECOSYSTEM-WIDE BAN POLICY

V.1 PURPOSE AND INSTITUTIONAL PROTECTION OBJECTIVE

This annexure establishes the framework for blacklisting, suspension, and ecosystem-wide banning of individuals or entities whose conduct poses unacceptable risk to the Vyaparasetu Ecosystem. The objective is to **protect institutional integrity, operational stability, and public trust** by decisively excluding actors who demonstrate persistent non-compliance, misconduct, or malicious intent.

Blacklisting under this framework is not punitive in nature; it is **protective and preventive**, aimed at safeguarding the ecosystem from repeat harm.

V.2 GROUNDS FOR BLACKLISTING OR SUSPENSION

Grounds may include repeated disciplinary violations, serious misconduct, fraud, theft, violence, harassment, data misuse, falsification of records, regulatory violations, or actions that materially damage ecosystem reputation. Both workers and external entities such as vendors or supervisors may be subject to action under this policy.

V.3 DUE PROCESS AND DOCUMENTATION

Except in cases requiring immediate protective action, blacklisting or suspension shall follow a documented process including notice, opportunity for explanation, and reasoned decision. Documentation is mandatory to ensure fairness and legal defensibility.

In cases of imminent risk, temporary suspension may be imposed pending inquiry.

V.4 SCOPE AND DURATION OF BAN

A blacklist or ban may apply to specific roles, locations, or the entire ecosystem, depending on severity. Duration may be fixed or permanent, as determined by NGO-YOHYWA.

Individuals or entities placed on the blacklist are prohibited from engagement across all Vyaparasetu-aligned projects during the ban period.

V.5 RECORD KEEPING AND DISCLOSURE CONTROL

Blacklist records must be maintained securely and accessed only by authorized personnel. Disclosure of blacklist status outside institutional channels is prohibited to avoid defamation risk.

V.6 REVIEW AND REVOCATION

Where appropriate, review of blacklist decisions may be considered upon representation after a minimum period, subject to evidence of corrective behavior and NGO discretion. Revocation is not automatic and remains an institutional prerogative.

ANNEXURE W

FORCE MAJEURE, PANDEMIC, CIVIL DISTURBANCE & BUSINESS CONTINUITY POLICY

W.1 PURPOSE AND CONTINUITY GOVERNANCE PHILOSOPHY

This annexure establishes the policy framework for managing extraordinary events that disrupt normal manpower operations, including but not limited to pandemics, epidemics, natural disasters, civil disturbances, government-imposed restrictions, strikes, lockouts, and other force majeure situations. The objective is to ensure **orderly response, lawful adaptation, and continuity protection** for the Vyaparasetu Ecosystem while safeguarding worker welfare and institutional credibility.

NGO-YOHYWA recognizes that force majeure events cannot be eliminated, but their impact can be **institutionally contained** through advance planning, clear authority lines, and disciplined execution. This policy therefore treats continuity planning as a governance obligation, not an emergency improvisation.

W.2 DEFINITION AND TRIGGER EVENTS

Force majeure events include circumstances beyond reasonable control that materially affect manpower deployment, attendance, safety, or legality of operations. These may arise from public health emergencies, government notifications, curfews, natural calamities, transport shutdowns, or civil unrest. The determination of a force majeure condition for ecosystem purposes rests with NGO-YOHYWA based on official notifications, risk assessment, and operational impact.

W.3 OPERATIONAL RESPONSE AND AUTHORITY

Upon declaration or recognition of a force majeure condition, NGO-YOHYWA may issue binding directives governing deployment suspension, staggered operations, alternate duty arrangements, or temporary workforce reduction. The MANPOWER AGENCY (Recruiting Solutions) is required to implement such directives promptly and uniformly.

Unauthorized continuation of operations in violation of official orders or NGO directives is prohibited and exposes the ecosystem to severe legal and reputational risk.

W.4 WORKER SAFETY, WAGES AND COMMUNICATION

Worker safety is paramount during force majeure conditions. The agency must communicate clearly with deployed personnel regarding duty expectations, safety measures, wage treatment, and reporting channels. Wage arrangements during disruptions must comply with applicable law, government advisories, and ecosystem policy.

Misinformation, coercion, or suppression of safety concerns constitutes a governance violation.

W.5 BUSINESS CONTINUITY AND RECOVERY

As conditions normalize, the agency must implement phased recovery plans aligned with NGO guidance, including re-induction, safety reorientation, and deployment prioritization. Continuity decisions must balance operational needs with legal compliance and worker welfare.

W.6 DOCUMENTATION AND POST-EVENT REVIEW

All actions taken during force majeure events must be documented. Post-event reviews shall be conducted to identify lessons, gaps, and improvements to continuity planning. NGO-YOHYWA may mandate policy updates based on such reviews.

ANNEXURE X

MIS DASHBOARDS, KPI METRICS & PERFORMANCE SCORING SYSTEM

X.1 PURPOSE AND PERFORMANCE GOVERNANCE OBJECTIVE

This annexure establishes the Management Information System (MIS), Key Performance Indicators (KPIs), and performance scoring framework governing the MANPOWER AGENCY (Recruiting Solutions). The objective is to ensure that decision-making is **data-driven, comparable, and auditable**, enabling early detection of operational risk and informed governance intervention.

Performance measurement under this framework is not punitive; it is **diagnostic and corrective**, designed to sustain ecosystem stability and service quality.

X.2 CORE PERFORMANCE DOMAINS

Performance assessment spans multiple domains, including workforce availability, attendance discipline, attrition rates, replacement timeliness, compliance adherence, incident frequency, grievance resolution timelines, and financial discipline. These domains collectively reflect the health of manpower operations.

X.3 KPI DEFINITION AND MEASUREMENT

Each KPI is defined with clear measurement logic, data source, and reporting frequency. Metrics must be calculated consistently across periods to enable trend analysis. Manipulation of metrics, selective reporting, or data suppression is prohibited.

Examples include deployment fill rate, average replacement time, payroll timeliness, audit observations closure rate, and contribution remittance punctuality.

X.4 PERFORMANCE SCORING AND REVIEW

KPI outcomes may be aggregated into a composite performance score used for periodic review. Persistent underperformance triggers corrective action plans, while sustained compliance and stability are recognized as indicators of operational maturity.

Performance reviews may inform decisions relating to expansion approval, increased deployment scope, or governance intervention.

X.5 MIS REPORTING AND ACCESS CONTROL

MIS dashboards must be maintained with controlled access to ensure data integrity. Reports must be generated at prescribed intervals and shared with the NGO oversight desk. Unauthorized modification or dissemination of MIS data is prohibited.

X.6 NGO OVERSIGHT AND ENFORCEMENT

NGO-YOHYWA retains authority to revise KPIs, mandate additional metrics, and enforce corrective measures where performance data indicates risk. Failure to maintain MIS discipline constitutes a governance lapse.

ANNEXURE Y

TECHNOLOGY STACK, HRMS, BIOMETRIC & SURVEILLANCE GOVERNANCE FRAMEWORK

Y.1 PURPOSE AND TECHNOLOGY GOVERNANCE PHILOSOPHY

This annexure establishes the authoritative governance framework for selection, deployment, operation, and oversight of technology systems used in manpower management, including Human Resource Management Systems (HRMS), biometric attendance, access control, GPS tracking (where applicable), CCTV surveillance, and digital reporting tools. The objective is to ensure that technology **strengthens discipline, accuracy, and auditability** without infringing lawful privacy, misrepresenting data, or creating unmanaged risk.

NGO-YOHYWA recognizes technology as a **governance enabler**, not a substitute for managerial accountability. Accordingly, all technology adoption must align with institutional objectives, legal permissibility, and ecosystem security standards.

Y.2 APPROVED TECHNOLOGY CATEGORIES AND USE CASES

Technology deployed under this framework may include HRMS platforms for onboarding, contracts, attendance, payroll integration, and compliance records; biometric or app-based attendance for time integrity; GPS or trip-level tracking for driver roles where operationally justified; and CCTV surveillance at deployment locations for safety and asset protection.

Use of any technology beyond approved categories requires prior institutional authorization.

Y.3 DATA INTEGRITY, CONSENT AND LAWFUL USE

All technology usage must comply with applicable law and ecosystem data governance standards. Workers must be informed of technology use relevant to their role, and consent must be obtained where legally required. Data collected must be limited to operational necessity and shall not be repurposed for

unauthorized monitoring or profiling. Manipulation of system timestamps, proxy attendance, disabling of logs, or selective data capture constitutes a serious governance violation.

Y.4 ACCESS CONTROL, CONFIGURATION AND CHANGE MANAGEMENT

System access shall be role-based and least-privileged. Configuration changes, feature enablement, or vendor switches must be documented and approved by authorized management. Emergency access, where required, must be logged and reviewed. The agency is responsible for ensuring secure credentials, periodic access reviews, and immediate de-provisioning upon role change or separation.

Y.5 SURVEILLANCE ETHICS AND LIMITATIONS

Surveillance tools, including CCTV and GPS, shall be used solely for safety, compliance, and asset protection. Continuous or intrusive surveillance beyond operational necessity is prohibited. Audio recording without lawful basis is not permitted.

Surveillance footage and logs must be retained only for defined periods and accessed strictly on a need-to-know basis.

Y.6 VENDOR OVERSIGHT AND SYSTEM RESILIENCE

Technology vendors must comply with confidentiality, security, and uptime obligations consistent with ecosystem policy. Backup, redundancy, and disaster recovery measures must be in place to ensure continuity during outages.

NGO-YOHYWA retains authority to mandate audits, require system changes, or prohibit specific tools where risk is identified.

Y.7 ENFORCEMENT AND AUDIT

Non-compliance with this framework—including unauthorized tools, data misuse, or tampering—attracts enforcement under the governance and termination provisions. Technology logs and controls are audit-subject at all times.

ANNEXURE Z

INSTITUTIONAL AMENDMENTS, POLICY REVISION & SUPREMACY CLAUSE

Z.1 PURPOSE AND GOVERNANCE CONTINUITY

This annexure establishes the mechanism for amendment, revision, interpretation, and supremacy of policies governing the MANPOWER AGENCY (Recruiting Solutions). The objective is to ensure that governance remains **adaptive, coherent, and enforceable** as legal requirements evolve and the ecosystem scales.

Z.2 AMENDMENT AND REVISION AUTHORITY

NGO-YOHYWA retains exclusive authority to amend, revise, replace, or supplement any provision contained in the Project Orientation and Annexures A–Z. Amendments may be issued to reflect statutory changes, risk learnings, operational expansion, or governance enhancement.

Such amendments are binding upon issuance, subject to any transition timelines expressly stated.

Z.3 INTERPRETATION AND CONFLICT RESOLUTION

In the event of ambiguity or conflict between documents, the interpretation of NGO-YOHYWA shall prevail for ecosystem purposes. Where conflicts arise between annexures, the provision offering **greater institutional protection and compliance** shall apply, unless otherwise directed.

Z.4 SUPREMACY AND PRECEDENCE

The Project Orientation document and Annexures A–Z collectively constitute the **supreme governance framework** for manpower operations within the Vyaparasetu Ecosystem. Any internal policy, local practice, oral assurance, or side agreement inconsistent with this framework is void to the extent of inconsistency.

Z.5 CONTINUING OBLIGATIONS

Obligations relating to confidentiality, data protection, indemnity, contribution remittance, and cooperation with audits survive termination, exit, or re-allocation. Waiver of any provision must be explicit and in writing.

Z.6 EFFECTIVE DATE AND ADOPTION

This annexure, along with all preceding annexures, takes effect from the date of adoption notified by NGO-YOHYWA and applies to all current and future manpower deployments under the ecosystem.

UDYOGSETU RECRUITMENT SOLUTIONS (MAN POWER SUPPLY AGENCY)

LABOUR RECRUITMENT PACKAGE CATALOGUE

S.No	Grade	Employee Standard Metrics		Employee Fit For	Wage Amount (to be paid to the employee)	Role Training	Agency Earning Source-1 (Aimed for Office Maintenance & Employee Training Expenses)		Agency Earning Source-2 (Commission will be added on the total wage amount: 20% on 3 months package / 15% on 6 months package / 10% on 12 months contract / 5% on 2 years contract / 2% on 3 years contract / 1% on 5 years contract)					
		Category	Minimum Qualification	Experience (in months)			Employee Subscription Fee Per FY(1 Year)	Employee Fee Per FY(1 Year)	3 Months Hiring Contract (to be paid by the employer)	6 Months Hiring Contract (to be paid by the employer)	12 Months Hiring Contract (to be paid by the employer)	2 Years Hiring Contract (to be paid by the employer)	3 Years Hiring Contract (to be paid by the employer)	5 Years Hiring Contract (to be paid by the employer)
1	D	Unskilled (Fresh)	NOT APPLICABLE	0	JANITOR (House Keeping Staff)	Monthly	15000	400	54,000	103,500	138,000	178,000	155,000	1,09,000
2	D	Unskilled (Medium Choice)	NOT APPLICABLE	0	JANITOR (House Keeping Staff)	Monthly	15000	400	54,000	103,500	138,000	178,000	155,000	1,09,000
3	D	Highly skilled (Pro Level)	NOT APPLICABLE	24+	JANITOR (House Keeping Staff)	Monthly	15000	500	63,000	122,500	162,000	202,000	178,000	1,28,000
4	D	Unskilled (Fresh)	NOT APPLICABLE	0	HAMALI (GODDS LIFT)	Daily	800	100	28,800	55,200	72,000	91,200	80,000	55,200
5	D	Unskilled (Medium Choice)	NOT APPLICABLE	0	HAMALI (GODDS LIFT)	Daily	800	100	28,800	55,200	72,000	91,200	80,000	55,200
6	D	Highly skilled (Pro Level)	NOT APPLICABLE	24+	HAMALI (GODDS LIFT)	Daily	1200	100	39,600	76,800	100,800	127,200	112,000	79,200
7	D	Unskilled (Fresh)	NOT APPLICABLE	0	WATCH MAN (Gate Keeper)	Monthly	12000	300	36,000	68,400	91,200	115,200	102,000	71,200
8	D	Unskilled (Medium Choice)	NOT APPLICABLE	0	WATCH MAN (Gate Keeper)	Monthly	12000	300	36,000	68,400	91,200	115,200	102,000	71,200
9	D	Highly skilled (Pro Level)	NOT APPLICABLE	24+	WATCH MAN (Gate Keeper)	Monthly	16000	400	48,000	91,200	120,000	151,200	134,000	95,200
10	D	Unskilled (Fresh)	12th Class	0	SECURITY GUARD (Without Weapon)	Monthly	20000	1000	60,000	115,200	153,600	196,800	173,600	123,200
11	D	Unskilled (Medium Choice)	12th Class	0	SECURITY GUARD (Without Weapon)	Monthly	20000	1000	60,000	115,200	153,600	196,800	173,600	123,200
12	D	Highly skilled (Pro Level)	12th Class	0	SECURITY GUARD (Without Weapon)	Monthly	40000	1000	120,000	230,400	307,200	393,600	343,600	246,400
13	D	Unskilled (Fresh)	Intermediate	0	BODY GUARD (Without Weapon)	Weekly	4000	300	12,000	22,800	30,240	38,400	33,600	23,600
14	D	Unskilled (Medium Choice)	Intermediate	0	BODY GUARD (Without Weapon)	Weekly	4000	300	12,000	22,800	30,240	38,400	33,600	23,600
15	D	Highly skilled (Pro Level)	Intermediate	0	BODY GUARD (Without Weapon)	Weekly	12000	300	36,000	68,400	91,200	115,200	102,000	71,200
16	D	Unskilled (Fresh)	Any Degree	0	BODY GUARD (With Weapon & Arms License)	Weekly	4000	300	12,000	22,800	30,240	38,400	33,600	23,600
17	D	Unskilled (Medium Choice)	Any Degree	0	BODY GUARD (With Weapon & Arms License)	Weekly	4000	300	12,000	22,800	30,240	38,400	33,600	23,600
18	D	Highly skilled (Pro Level)	Any Degree	24+	BODY GUARD (With Weapon & Arms License)	Weekly	90000	3500	270,000	518,400	686,400	883,200	778,400	550,400
19	D	Unskilled (Fresh)	12th Class	0	BODY GUARD (With Weapon & Arms License)	Weekly	12000	4500	36,000	68,400	91,200	115,200	102,000	71,200
20	D	Unskilled (Medium Choice)	12th Class	0	BODY GUARD (With Weapon & Arms License)	Weekly	12000	4500	36,000	68,400	91,200	115,200	102,000	71,200
21	D	Highly skilled (Pro Level)	12th Class	24+	3 Wheeler EV Driver (With License)	Weekly	7000	400	21,000	40,800	53,760	68,160	59,360	42,400
22	D	Unskilled (Fresh)	12th Class	0	4 Wheeler EV Driver (With License)	Weekly	10000	500	30,000	57,600	75,360	96,000	84,000	60,000
23	D	Unskilled (Medium Choice)	12th Class	0	4 Wheeler EV Driver (With License)	Weekly	10000	500	30,000	57,600	75,360	96,000	84,000	60,000
24	D	Highly skilled (Pro Level)	12th Class	24+	4 Wheeler EV Driver (With License)	Weekly	40000	2000	120,000	230,400	307,200	393,600	343,600	246,400
25	D	Unskilled (Fresh)	12th Class	0	Commercial Bus/Lorry EV Driver (With License)	Weekly	12000	500	36,000	68,400	91,200	115,200	102,000	71,200
26	D	Unskilled (Medium Choice)	12th Class	0	Commercial Bus/Lorry EV Driver (With License)	Weekly	12000	500	36,000	68,400	91,200	115,200	102,000	71,200
27	D	Highly skilled (Pro Level)	12th Class	24+	Commercial Bus/Lorry EV Driver (With License)	Weekly	12000	6000	36,000	68,400	91,200	115,200	102,000	71,200
28	D	Unskilled (Fresh)	12th Class	0	OFFICE BOY (FRESH)	Monthly	10000	100	30,000	57,600	75,360	96,000	84,000	60,000
29	D	Unskilled (Medium Choice)	12th Class	0	OFFICE BOY (FRESH)	Monthly	10000	100	30,000	57,600	75,360	96,000	84,000	60,000
30	D	Highly skilled (Pro Level)	12th Class	24+	OFFICE BOY (FRESH)	Monthly	20000	1000	60,000	115,200	153,600	196,800	173,600	123,200
31	D	Unskilled (Fresh)	NOT APPLICABLE	0	HELPER (Multi Tasking Staff)	Daily	400	100	12,000	22,800	30,240	38,400	33,600	23,600
32	D	Unskilled (Medium Choice)	NOT APPLICABLE	0	HELPER (Multi Tasking Staff)	Daily	400	100	12,000	22,800	30,240	38,400	33,600	23,600
33	D	Highly skilled (Pro Level)	NOT APPLICABLE	24+	HELPER (Multi Tasking Staff)	Daily	1000	100	30,000	57,600	75,360	96,000	84,000	60,000
34	D	Unskilled (Fresh)	B.COM	0	ACCOUNTS OFFICER	Monthly	35000	2000	105,000	201,600	268,800	345,600	302,400	216,000
35	D	Unskilled (Medium Choice)	B.COM	0	ACCOUNTS OFFICER	Monthly	35000	2000	105,000	201,600	268,800	345,600	302,400	216,000
36	D	Highly skilled (Pro Level)	B.COM	24+	ACCOUNTS OFFICER	Monthly	50000	2000	150,000	288,000	384,000	496,800	436,800	313,600
37	D	Unskilled (Fresh)	Any Degree	0	BACK OFFICE EXECUTIVE (CLARK)	Monthly	25000	1000	75,000	144,000	192,000	249,600	218,400	158,400
38	D	Unskilled (Medium Choice)	Any Degree	0	BACK OFFICE EXECUTIVE (CLARK)	Monthly	25000	1000	75,000	144,000	192,000	249,600	218,400	158,400
39	D	Highly skilled (Pro Level)	Any Degree	24+	BACK OFFICE EXECUTIVE (CLARK)	Monthly	35000	1000	105,000	201,600	268,800	345,600	302,400	216,000
40	D	Unskilled (Fresh)	Any Degree	0	FRONT OFFICE EXECUTIVE (RECEPTIONIST)	Monthly	25000	1000	75,000	144,000	192,000	249,600	218,400	158,400
41	D	Unskilled (Medium Choice)	Any Degree	0	FRONT OFFICE EXECUTIVE (RECEPTIONIST)	Monthly	25000	1000	75,000	144,000	192,000	249,600	218,400	158,400
42	D	Highly skilled (Pro Level)	Any Degree	24+	FRONT OFFICE EXECUTIVE (RECEPTIONIST)	Monthly	35000	1000	105,000	201,600	268,800	345,600	302,400	216,000
43	D	Unskilled (Fresh)	MBA	0	MARKETING MANAGER	Monthly	45000	3000	135,000	259,200	345,600	446,400	391,200	281,600
44	D	Unskilled (Medium Choice)	MBA	0	MARKETING MANAGER	Monthly	45000	3000	135,000	259,200	345,600	446,400	391,200	281,600
45	D	Highly skilled (Pro Level)	MBA	24+	MARKETING MANAGER	Monthly	65000	3000	195,000	374,400	499,200	643,200	561,600	406,400
46	D	Unskilled (Fresh)	Any Degree	0	MARKETING EXECUTIVE	Monthly	25000	1000	75,000	144,000	192,000	249,600	218,400	158,400
47	D	Unskilled (Medium Choice)	Any Degree	0	MARKETING EXECUTIVE	Monthly	25000	1000	75,000	144,000	192,000	249,600	218,400	158,400
48	D	Highly skilled (Pro Level)	Any Degree	24+	MARKETING EXECUTIVE	Monthly	35000	1000	105,000	201,600	268,800	345,600	302,400	216,000
49	D	Unskilled (Fresh)	Any Degree	0	PIC OUTLET ONBOARDING MANAGER	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
50	D	Unskilled (Medium Choice)	Any Degree	0	PIC OUTLET ONBOARDING MANAGER	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
51	D	Highly skilled (Pro Level)	Any Degree	24+	PIC OUTLET ONBOARDING MANAGER	Monthly	20000	500	60,000	115,200	153,600	196,800	173,600	123,200
52	D	Unskilled (Fresh)	Any Degree	0	FACILITY MANAGER	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
53	D	Unskilled (Medium Choice)	Any Degree	0	FACILITY MANAGER	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
54	D	Highly skilled (Pro Level)	Any Degree	24+	FACILITY MANAGER	Monthly	20000	500	60,000	115,200	153,600	196,800	173,600	123,200
55	D	Unskilled (Fresh)	Any Degree	0	PIC VENDOR ONBOARDING MANAGER	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
56	D	Unskilled (Medium Choice)	Any Degree	0	PIC VENDOR ONBOARDING MANAGER	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
57	D	Highly skilled (Pro Level)	Any Degree	24+	PIC VENDOR ONBOARDING MANAGER	Monthly	20000	500	60,000	115,200	153,600	196,800	173,600	123,200
58	D	Unskilled (Fresh)	Any Degree	0	CUSTOMER SERVICE (INBOUND CALL RESPONSE)	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
59	D	Unskilled (Medium Choice)	Any Degree	0	CUSTOMER SERVICE (INBOUND CALL RESPONSE)	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
60	D	Highly skilled (Pro Level)	Any Degree	24+	CUSTOMER SERVICE (INBOUND CALL RESPONSE)	Monthly	20000	500	60,000	115,200	153,600	196,800	173,600	123,200
61	D	Unskilled (Fresh)	Any Degree	0	CUSTOMER SERVICE (OUT-BOUND TELECALLING)	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
62	D	Unskilled (Medium Choice)	Any Degree	0	CUSTOMER SERVICE (OUT-BOUND TELECALLING)	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
63	D	Highly skilled (Pro Level)	Any Degree	24+	CUSTOMER SERVICE (OUT-BOUND TELECALLING)	Monthly	20000	500	60,000	115,200	153,600	196,800	173,600	123,200
64	D	Unskilled (Fresh)	Any Degree	0	CUSTOMER SERVICE (CHAT & RESPONSE)	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
65	D	Unskilled (Medium Choice)	Any Degree	0	CUSTOMER SERVICE (CHAT & RESPONSE)	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
66	D	Highly skilled (Pro Level)	Any Degree	24+	CUSTOMER SERVICE (CHAT & RESPONSE)	Monthly	20000	500	60,000	115,200	153,600	196,800	173,600	123,200
67	D	Unskilled (Fresh)	Any Degree	0	CUSTOMER SERVICE (WEB TICKETS RESOLUTION)	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
68	D	Unskilled (Medium Choice)	Any Degree	0	CUSTOMER SERVICE (WEB TICKETS RESOLUTION)	Monthly	15000	500	45,000	86,400	115,200	147,600	129,600	93,600
69	D	Highly skilled (Pro Level)	Any Degree	24+	CUSTOMER SERVICE (WEB TICKETS RESOLUTION)	Monthly	20000	500	60,000	115,200	153,600	196,800	173,600	123,200
70	D	Unskilled (Fresh)	Any Degree	0	WEBSITE FULLSTACK DEVELOPER	Monthly	25000	2000	75,000	144,000	192,000	249,600	218,400	158,400
71	D	Unskilled (Medium Choice)	Any Degree	0	WEBSITE FULLSTACK DEVELOPER	Monthly	25000	2000	75,000	144,000	192,000	249,600	218,400	158,400
72	D	Highly skilled (Pro Level)	Any Degree	24+	WEBSITE FULLSTACK DEVELOPER	Monthly	45000	2000	135,000	259,200	345,600	446,400	391,200	281,600
73	D	Unskilled (Fresh)	Intermediate	0	UI/UX DESIGNER	Monthly	25000	2000	75,000	144,000	192,000	249,600	218,400	158,400
74	D	Unskilled (Medium Choice)	Intermediate	0	UI/UX DESIGNER	Monthly	25000	2000	75,000	144,000	192,000	249,600	218,400	158,400
75	D	Highly skilled (Pro Level)	Any Degree	24+	UI/UX DESIGNER	Monthly	45000	2000	135,000	259,200	345,600	446,400	391,200	281,600
76	D	Unskilled (Fresh)	Intermediate	0	VIDEO & AUDIO EDITOR	Monthly	25000	2000	75,000	144,000	192,000	249,600	218,400	158,400
77	D	Unskilled (Medium Choice)	Intermediate	0	VIDEO & AUDIO EDITOR	Monthly	25000	2000	75,000	144,000	192,000	249,600	218,400	158,400
78	D	Highly skilled (Pro Level)	Any Degree	24+	VIDEO & AUDIO EDITOR	Monthly	45000	2000	135,000	259,200	345,600	446,400	391,200	281,600
79	D	Unskilled (Fresh)	Any Degree	0	SOCIAL MEDIA MANAGER	Monthly	25000	2000	75,000	144,000	192,000	249,600	218,400	158,400
80	D	Unskilled (Medium Choice)	Any Degree	0	SOCIAL MEDIA MANAGER	Monthly	25000	2000	75,000	144,000	192,00			