



Human Resource Management

BUILDING STRONG WORKFORCE FOUNDATIONS FROM WITHIN

Structured and compliant HR solutions designed to build strong workforce foundations, streamline employee processes, and align organisational practices with Indian labour laws.

Policy & Documentation

Onboarding & Contracts

Attendance & Leave

Performance Management

Exit & Settlements

HR MANAGEMENT — PART I

Policy, Documentation & Employee Entry

Building legally sound HR infrastructure — from policy frameworks to the moment an employee joins your organisation.

- HR Policy Drafting Aligned with Indian Labour Laws**
 Customised HR policy manuals covering leave, working hours, code of conduct, anti-harassment, and disciplinary procedures — fully aligned with applicable central and Maharashtra state labour legislation.
- Employee Onboarding & Documentation**
 Structured onboarding workflows including documentation checklists, pre-employment verification frameworks, induction records, and statutory compliance forms for new joiners.
- Appointment Letters & Employment Contracts**
 Drafting of legally robust appointment letters, probationary terms, and employment contracts that protect employer rights while remaining compliant with the Industrial Employment (Standing Orders) Act and applicable state rules.
- Attendance & Leave Management Systems**
 Design and implementation of attendance policies, leave categories (casual, earned, sick, maternity, and special), leave balance computation, and integration with payroll processing cycles.

HR MANAGEMENT — PART II

Performance, Compliance & Employee Exit

Protecting the business through structured performance systems, workforce safeguards, and a compliant exit process.

- Performance Management Framework Setup**
 Structuring of performance appraisal cycles, key result area (KRA) documentation, rating frameworks, and performance improvement plan (PIP) processes — aligned to organisational goals and legally defensible in dispute scenarios.
- Exit Management & Full & Final Settlement Process**
 End-to-end management of employee separations — including resignation processing, clearance documentation, gratuity computation, leave encashment, and timely full & final settlements compliant with the Payment of Gratuity Act and applicable rules.
- HR Compliance Structuring for Growing Companies**
 Proactive identification of HR compliance thresholds — including EPF, ESIC, and standing orders applicability — as your workforce grows, ensuring your HR framework scales without creating legal exposure.
- Advisory on Workforce Structuring & Legal Safeguards**
 Strategic guidance on employment classification, contractor vs. employee distinctions, workforce optimisation under labour law, and structuring safeguards against wrongful termination claims and industrial disputes.

THE HR CHASE ADVANTAGE

01

LABOUR LAW-FIRST DESIGN

Every HR policy and process we create is grounded in current Indian labour law — central and Maharashtra state — so your documentation holds up under inspection and dispute.

02

GOVERNANCE-DRIVEN HR

We transform HR from an administrative task into a structured governance function — with documented processes, audit trails, and accountability built into every stage of the employee lifecycle.

03

SCALES WITH YOUR BUSINESS

Our frameworks are designed to grow with you — from your first hire to a multi-location operation — with automatic applicability checks as new statutory thresholds are crossed.

04

RISK MITIGATION AT EVERY STAGE

From onboarding paperwork to exit settlements, we identify and close legal risk gaps proactively — protecting your business from wrongful termination claims, labour disputes, and compliance penalties.

OUR COMMITMENT

"We transform HR into a governance-driven business function."

Structured and compliant HR solutions designed to build strong workforce foundations, streamline employee processes, and align organisational practices with Indian labour laws. We don't just draft policies — we build the systems that make compliance sustainable, defensible, and operationally effective.

Every HR engagement with HR Chase is built on a single principle: that strong people practices are the foundation of legally resilient, high-performing organisations.

360°

HR LIFECYCLE COVERAGE

100%

LABOUR LAW ALIGNED

08

CORE HR SERVICE AREAS

360°

EMPLOYEE LIFECYCLE COVERAGE

MH

MAHARASHTRA SPECIALISTS

100%

AUDIT-READY DOCUMENTATION



HR · PAYROLL · STATUTORY COMPLIANCE

Office No. 205, 2nd Floor, East E Wing, Destination Ostia, Alandi Road
Near Axis Bank, Moshi, Pune – 412105, Maharashtra, India

+91 9372687592 | +91 9834471650

support@hrchase.com | info.hrchase@gmail.com

BEGIN AN ENGAGEMENT

Contact us to schedule an HR review