



TRISTAR INTERMEDIATES PVT. LTD.

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Documents No.	TIPL/HRD/P/040	Supersede	Nil
Master Copy	MARRIAGE GIFT POLICY	Revision No.	NA
		Issue Date	01.04.2025
		Review Period	1 Year
		Review Date	01.04.2026

Objective

Marriage is a special occasion. Tristar recognize this important milestone in the lives of our employees and extends best wishesh to them and their family members.

Scope

This policy applies to all employees including third party payroll employees.

Policy Details :

- As a policy, the company has instituted a wedding gift as per below mentioned grade eligibility -
 - LM, GSW, GUSW and below - INR 11,000/- (Rupees Eleven Thousand Only).
 - MM and above - INR 21,000/- (Rupees Twenty One Thousand Only).
- Employee serving notice period will not be eligible for this wedding gift.

Process :

- Department Head / Reporting Manager / Unit Head needs to submit wedding gift request to HR with attachment of wedding invitation card.
- On receipt of wedding invitation card, HR will ensure disbursement of gift to employee in monthly salary. Applicable taxes will be deducted on the same.
- Email communication will be sent to employee about disbursement of wedding gift along with the best wishes from the company.

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