

Manpower Hiring & Deployment Process For Warehouses

1. Requirement Understanding

- Client shares manpower requirement (category, numbers, skills, shifts).
- HR/Operations team validates: workload forecast, site-specific risks, client SLAs.
- Manpower Requisition circulated internally to D M recruitment team .

2. Resourcing & Recruitment Channels

Our recruitment team works through multiple sourcing channels:

- Area-Level Recruiters → Identify manpower pool from nearby towns.
- Village-Level Sourcing → Contact through Gram Pradhan, local influencers.
- References → Workers from nearby warehouses, existing labor circles.
- Local Advertisement → Posters, pamphlets, word-of-mouth at labor chowks, panchayat notice boards.
- Nearby Warehouse Pool → Experienced contract workers shifting or seeking work.
- Social Networks → WhatsApp groups/local job boards.

3. Documentation & Pre-Joining Formalities

- Collect worker KYC (Aadhar, voter ID, bank details, photos).
- Medical fitness check.
- Police verification (as per client/site requirement).
- PF/ESI details creation & UAN mapping.
- Contractor agreement with each worker (engagement letter).
- Compliance forms: Joining form, undertaking, wage sheet entry.

4. Training & Induction (Pre-Deployment)

- Client-Specific Induction: Policies, discipline, compliance, POSH awareness.
- Site-Specific Safety Training: PPE usage, fire safety, emergency exits.
- Operational Training: Picking, packing, loading/unloading, barcode scanning,

material stacking, MHE handling.

- Soft Skills: Communication, teamwork, reporting hierarchy.

5. On-the-Job Training (OJT)

- 1–3 days shadowing with experienced workers.
- Hands-on exposure to SOPs under supervisor monitoring.
- OJT evaluation (attendance, learning, safety compliance).
- Approval for final deployment.

6. Deployment

- HR issues Gate Pass/ID card.
- Attendance tracking via biometric/muster roll or any other Client System.
- Deployment sheet shared with client operations team.
- Maintain Form XIII Register of Workers (as per CLRA).

7. HR & Compliance Monitoring

- Wages disbursed via bank transfer (as per Minimum Wages Act).
- Monthly PF/ESI challans, compliance registers submitted by contractor.
- Labor license (if >50 workers).
- Monthly audit: attendance, safety, compliance, worker grievances.

8. Post-Deployment Engagement

- Monthly toolbox talks & refresher training.
- Feedback from client supervisors.
- Worker retention strategy: accommodation support, festival bonus, attendance incentives.