

1. AMENDMENT ATTENDANCE POLICY

PURPOSE

To prescribe the basic guidelines for adherence to office discipline policy with effect from **1st January'2024.**

POLICY

- ▣ All employees need to report at their designated workplace at 9.00 a.m. on all working days. The working hours would be from 9.00 am to 6.00 pm with a lunch break (1.15pm to 2.00 pm),
- ▣ All employees are entitled to a holiday on the 1st and 3rd Saturdays of each month.
- ▣ All employees are required to punch their access by biometric daily. This is mandatory before they proceed to their respective workplaces. **Attendance will only be recorded by biometric.**
- ▣ Employees reporting for duty between **9.10** am and **9.20** am will be considered "Late". **Four** late marks in a month will be liable for deduction of 1/2 day Casual Leave and 5 late marks in a month will be liable for deduction of 1 day CL. (In other cases, Necessary action will be taken by Management)
- ▣ Employees reporting for duty between **9.20** am and **9.40** am will be considered "Super Late". **Two** marks in a month will be liable for 1/2 day CL deduction and 3 Marks in a month will be liable to one day CL deduction. **(In other cases, Necessary action will be taken by Management)**
- ▣ In case there is no CL in the account then LOP will be considered.
- ▣ Reporting for duty after **10.00** am will be considered as half day Leave.
- ▣ All employees leaving the workplace before the scheduled closing hours for official work will submit a written approval or approval mail from the respective reporting manager. This has to be submitted to the HR department on the same day before leaving office.
- ▣ It is the sole responsibility of the employee to check on his daily attendance /late coming /approvals etc. In the absence of the written approval or mail, the HR department will treat the employee as "Absent" and effect necessary deductions.
- ▣ Tampering the Attendance procedures will be treated as gross misconduct and the concerned employee will be liable for disciplinary action.

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- ▣ HR department will not entertain any excuses for late coming /early going without a written approval from the concerned reporting manager on the same day.
- ▣ Online time sheet is vital part of attendance. It is mandatory for every employee to fill online time sheet on Daily basis. Failing to keep the record of all work activities in Time sheet will not be entertained.

Rules applicable to late attendance at a Glance

Upto 60 minutes	Employee is late
60 minutes - 4 hours	Employee is absent for half a day
More than 4 hours	Employee is absent for full day

1. LATE WORKING

Those Staff Member working after office hours that is after 6pm he/she will be allowed to come next day late for Specific time is as follows,

Sr. No	Time	Concession for Next Day Reporting.
1	6pm – 7pm (Minimum One Hour)	15 Min
2	6pm – 8pm (1- 2 Hours)	30 Min
3	Beyond 2 Hours	60 Min

- ❖ **Subjected to the approval of leaders / Managers for Valid Reason.**
- ❖ All salary statements will be prepared as per biometric machine record. Once salary statement prepared no consideration will be entertained, any employee have any suggestion should be intimated in writing in advance to Team Leader approval / Manager approval before last day of Calendar month.

**EMPLOYEES CONTRIBUTION FOR COMPANY AND OFFERING
EXTRA TIME WILL BE CONSIDERED ONE OF THE SPECIAL
CRITERIA AT THE TIME OF APPRAISAL**

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