

# Policy: In and Out Movement

PL No. 44

Issued On- 10/06/2021

Revised On – 11/08/2021

Applicability- All Employees on Company Roll

Total No. of Pages- 1

Following points must be followed by each & every employee:

- 1- In and Out movement for unnecessary work is not permitted during office hours.
- 2- If anyone going out from the company for assigned work then he must show "OUT PAAS".
- 3- No movement of staff is allowed outside office in office hour without "Out Paas".
- 4- Security staff shall follow this policy without failure.
- 5- The "OUT PAAS" must be assigned by the senior of the staff.
- 6- In case the senior is absent, it can be signed by the next senior person in command or HR-Head.

*Ok Approved*  
Written By  
Head- HR



*Approved*  
Approved By  
Management