

# Policy: Attendance

PL No. – 36

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Applicability – All Employees coming in General Shift

Total Number of Pages – 1

Following are the rules for attendance:

1. Office timings for everyone coming in General Shift is 9:00 am to 5:30 pm.
2. Out of these 8:30 hours, 30 minutes are for lunch and the same can be taken between 1:00 pm to 3:00 pm.
3. Sunday is weekly off.
4. Second Saturday is off for corporate staff coming in General Shift.
5. Marking of attendance will be done only on Biometric Machines, cases where the attendance is not to be recorded in Biometric Machines or Instances where the Biometric Machine is not working due to some technical issue. In such instances the attendance will be marked in registers kept on security gate.
6. There is no grace time for coming late. If you are late then you put extra time on the same day or some other day. Every Month we shall calculate the total number of hours one has to put in and one has really put in those many hours or not.
7. Twice a month only staff can be late for any unforeseen situation, In that case as well they shall reach max by 11am. For these two days, they will not need to make up the hours.
8. All employees are supposed to inform about their late coming to HR Department by whatsapp messages/mails.
9. Any staff who is working from home, will also abide by this policy and in such cases. Hence it is expected of them that they will be available and working during 9:00am to 5:30pm.
10. Any staff who is on outside duty or going out shall need to inform in written in HR Department by whatsapp messages/mail.
11. Early leaving is allowed only upon the approval of concern HOD, in case of HODs, they can leave early however they will need to intimate HR Head by whatsapp message or written mail.
12. Any staff who need clarity in any of these points, can meet Senior Executive in HR department or HR Head.
13. This policy is to be followed 100% across all locations by all staff.
14. Only exclusions from this policy will be upon the written approval from Management.

*Ok Approved*

Written By  
Head- HR



*Ok Approved*

Approved By  
Management