

Policy: Gate Pass System

PL No. – 74

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

In routine that sometimes that employees are supposed to go out for reasons which may be of official nature or personal nature.

In all cases no employee except HODs is supposed to go out without properly approved Gate-Pass.

Following shall be the guidelines which are to be followed by everyone when going out for official/personal reasons –

- 1- You must go to the HR department and get applicable blank Gate-Pass as per the requirement. (We have different Gate-Passes for official reasons and personal reasons).
- 2- Fill the gate pass and enter the details in the logbook kept in HR Department.
- 3- The Logbook can be obtained from the staff available in the HR department.
- 4- Get the gate pass approved from your HOD.
- 5- If your HOD is not available, then get it approved by HR Head.
- 6- If HR Head is not available, get it approved from legal head.
- 7- If legal head is also not available, in that case the staff can get it signed by any other HOD who is available during that time.
- 8- Once the gate pass is signed, they shall deposit it on the gate to the security guard.
- 9- Security guard will only allow the staff to go out after they have given the gate pass.
- 10- If the staff is going out for a very short time, they must enter incoming time in the same logbook which is kept in HR.
- 11- Guards will deposit all gate passes collected by the end of the day to the HR department.
- 12- HR Department will check that the gate pass is matching from the logbook.
- 13- Usage of personal gate pass is only allowed once in a month, beyond that will cost half days/full days from the leaves of the staff.
- 14- Gate-passes which are not recorded in the logbook will be treated as leaves.
- 15- Those who are not HODs but report to management or do not have full authority as HODs since they are new, will get their Gate-Pass approved from HR Head/Legal Head/Any other HOD only if these two are not available.
- 16- Security Guards will have the list of the HODs who do not need gate-pass, apart from them everyone else is supposed to submit gate passes as per the above sequence.
- 17- Corporate offices where we do not have the security staff, in that case, the staff will follow the same sequence, however they will send the photo of their Gate-pass to the HR staff on WhatsApp so it can be entered into the logbook.

List of Staff Free from usage of Gate Pass

Accounts Head	Legal Head	HR Head	Domestic Head 1
Domestic Head 2	Export Head	Organic Export Head	Paddy Purchase Head
Quality Head	Field Boys & Runners		



Written By
Head – HR



Approved By
Management