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	Issue & Usage of Employee ID Card		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Issue & Usage of Employee ID Card	Manasi Das	14-Oct-10

REFERENCE DOCUMENTS	
Document Number	Document Title

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1. POLICY STATEMENT:

This policy comes into effect from 14th October, 2010.

2. OBJECTIVE:

Objective of this policy is to lay down the procedure for issuing identity cards and to lay down the related rules.

3. PURPOSE OF ISSUING IDENTITY CARDS:

Management envisages following purposes for issuing Identity Cards.

- a) To establish identity of all employees.
- b) To create a bond between company and the employee and to cultivate sense of belongingness and team spirit among all employees.
- c) To control and ensure entry at workplace only to authorized employees having valid identity card.
- d) To record entry and exit time of employee for attendance purpose.
- e) To regulate access to certain sensitive office areas and departments.
- f) To allow access to certain facilities such as: canteen/cafeteria, transport, library etc.
- g) To establish identity at clients/customers place.


4. ISSUE OF IDENTITY CARDS:

Single Identity Card in a prescribed design would be issued to each employee on joining, at company's cost. New identity card in exchange of old identity card may be issued by company after fixed intervals. In case of loss of or damage to ID card another card will be issued to employee and cost of the card will be recovered from the employee.

Company will provide ID Card Cover/Case, Clip, Cord etc. along with ID card to protect and display card properly.

5. PROCESS FOR REISSUE OF ID CARDS:

Loss or damage of ID Cards has to be intimated to the concerned RA and HR Department immediately via email. After getting an approval from the concerned RA, HRD would intimate Administration Department for issue of a new ID Card.

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6. WEARING OF ID CARD IS MANDATORY:

It is mandatory to wear/display company Identity Card properly at the workplace all the time. Company may deny entry to employees not displaying ID Cards. It is also mandatory to wear ID card at clients' / customers' / vendors' or any other premises, while on visit on behalf of company.

7. PENALTY FOR NOT WEARING IDENTITY CARD:

It is expected from all the employees of the company that they will proudly wear/display ID Cards all the time. Repeated / habitual failure to wear ID Card that is minimum of 5 times will attract the penalty of Rs.50 and HR Dept. has authority to recover such penalty/s from the salaries of employees, under intimation to concerned employee.

HR Dept. at it's discretion may either warn or penalize with Rs.100 to concerned employee considering the circumstances and frequency of such violations.

8. GENERAL RULES:

- a) HR Department is vested with the authority and responsibility as regards issuing of ID Cards and implementation of this policy.
- b) ID Card is a companies' property. It is mandatory to return the ID card to company at the time of separation from the company. Return of I Card will be recorded on the Clearance Form.
- c) Each employee will be issued only single ID card at a time. Any employee wrongfully holding more than one ID card is liable to be penalized.
- d) Each employee is responsible for safe keeping and preserving his/her I Card as it is. Any changes / alterations made on ID card by employee will be considered as forgery.
- e) Each ID Card is issued to a particular individual employee and it is not transferable. Exchange of ID Cards or Proxy Usage is not allowed and will be viewed very seriously.