

Dear Employees,

We would like to inform you of the updated attendance rules that will be implemented going forward.

Please take note of the following key changes :

1. **Strict Punch-in Timing:** Employees must punch in between **9:15 AM and 10:15 AM**.
2. **Grace Period:** No Grace period allowed from now. (Previously 15min grace period allowed)
3. **Attendance Classification:**
 1. **9=+ hours** = Full day present (Previously 8:45 Hrs considered full day as 15min grace period)
 2. **Between 4 and 9 hours** = Half day
4. **Short Leave:** Employees are allowed **2 short leaves per month**, provided they complete at least 10 hours (Previously 1 short leave allowed)
5. **Late Coming & Early Leaving:** **15 minutes late arrival or early exit is allowed only 4 times per month**
6. **OutDoor Duty (OD) Requests:** OD requests must be logged in **software** and approved by the manager
7. **Holiday & Leave Policies:**
 1. Holidays and Sundays will be auto-marked as off days in software.
 2. Regularization requests for missed punches must be made through software and approved by the manager
 3. Prefix and suffix leave rules will continue as before.
 4. Half EL/SL/CL can now be availed. (Previously EL can not avail as half day)
 5. EL can be unfreezed for new joiners. (Previously Locked for 6 months)

If you have any questions, feel free to reach out to HR.

ward from May 2025.

every day)

d allowed)

least 7 hours of work or 2 Hours of early going or Late coming allowed.

as per month. (**given 15 min late coming allowed everyday as grace period**
he Reporting Manager (RM).

y RM & HR.