NADIYA_COMMUNIQUE 2526/03072025/01   **DATED 03/07/2025**

SUBJECT: Notification to all employees about change in system and seeking cooperation of all employees required for the transition of systems to the application.

Technology is one of the most important enablers for the growth of an organization. One area where we can implement technology and see immediate results is **"Automation of Systems"**. You must be aware that we have been working on Automation for more than a year. A year back we were ready with the services, however we faced challenges in terms of hosting, storing, etc. However, now we are ready with the services and have gone live since 1st July 2025.

We are here by appealing a few requests to all the employees:

1) We expect your complete cooperation in following the new systems of all services through application.
2) We expect you to allocate some time all through the day for quality and timely data input and verifying the same rechecking it in the application.
3) The system is new and could face a few challenges, and hence we expect your full cooperation.
4) We expect you to highlight the challenges faced / errors / support required whenever you face a challenge in inputting the data or viewing the data.
5) We expect you to plan yourself well in advance to provide quality data in terms of work progress, activities completed, places visited, etc and also the planning for the next working day.
6) The onus of ensuring the correctness of the data is yours as much as it is of the HR and the application provider team.
7) We expect you to recheck all your data for correctness, and reach out to HR or application provider team to get the data corrected.

Please note that this data which is input by you would be utilised for all HR related activities:

1) Number of working days would be arrived at from this application.
2) Late entry, early leaving from work, number of working hours would be considered from this application.
3) Compensatory Off days would be arrived at from this application.
4) Compensatory Off approval or rejection would be done through this application.
5) Applying for the leaves would be considered from this application.
6) Approval or rejection of the leaves would be done through this application.

The training for the above was done on 30th June 2025, 11am to 12pm.

There would be number of new features which would be added over the period of time. Trainings for the same would be done time to time.