

Guest House/Transit Flat Policy

Purpose /Background

This policy defines the process and eligibility of employees for utilizing the company guest house /Transit Flat facilities.

Applicability

This policy is applicable to all employees & visiting guests of Agnitio Technologies Pvt Ltd.

Policy

- The Guest House/Transit Flat accommodation will be allotted on prior intimation, subject to availability of accommodation.
- Request for allotment of accommodation should be sent at least 4 days in advance.
- The allotment of accommodation will be made on 'First Come First Serve' basis.
- Accommodation will be provided to company employees for max 3 days once in a year.
- Non Delhi NCR employees joining the organization on their first appointment or employee's coming from onsite can be allowed Guest House/Transit Flat accommodation for 3 days in a year.
- All such requests shall be facilitated upon written receipt of management approval and corroboration of the same with the finance and HR team.
- The Guest House/Transit Flat in-charge will ensure proper maintenance of record of the occupants e.g. name, arrival/departure time, coming from, destination etc.
- The expenses of breakfast, tea, meals, etc. will not be borne by the Company.
- If the employee exceeds 3 days duration of stay the boarding and lodging charges will be levied on him for the extra days of stay.
- Employees may be permitted extended guest house stay at no cost only upon CEO's approval.

- As far as possible, on receipt of the request, status will be confirmed by within 24 hours on mail.
- The booking/status may also be confirmed over telephone. However, the employee has also to find out about the status, if the confirmation is not received from the above admin authority within the stipulated time.
- Liquor/Smoking is strictly prohibited in the guest house/ transit flat premises.
- In event of absence during weekends, employees are expected to inform the Admin at least one day in advance to enable temporary allotment to other visiting employees.
- The official check in & check out time for the guest house/transit flat is 7:00 am & 11:30 pm respectively. Any deviation from the aforesaid timing should be intimated to Guest House Care taker in advance.
- In event of early departure or arrival from the stipulated schedule, employees are expected to intimate the HR.
- Interaction with External Guests of employees occupying company guest house/ Transit Flats shall be limited to the living room area only.