



Policy on Identity Cards

This policy comes into effect from 6th Sep'13 and will supersede all the previous policies on the subject.

Objective:

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

Purpose of issuing Identity Cards:

Management envisages following purposes for issuing Identity Cards.

- To establish identity of all employees.
- To create a bond between company and the employee and to cultivate sense of belongingness and team spirit among all employees.
- To control and ensure entry at workplace only to authorized employees having valid identity card.
- To establish identity at clients/customers place.

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 every 3 years.
- In case of loss of or damage to I card, another card will be issued to employee and cost of the card (Rs. 250) will be recovered from the employee.
- Company will provide I Card Cover/Case, Clip, Cord etc. along with I Card to protect and display card properly.

Wearing of I 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 I Cards.
- It is also mandatory to wear I Card at clients' / customers' / vendors' or any other premises, while on visit on behalf of company.

Penalty for not wearing Identity Card:

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



General Rules:

1. HR Department is vested with the authority and responsibility as regards issuing of I Cards and implementation of this policy.
2. I Card is a companies' property. It is mandatory to return the I Card to company at the time of separation from the company. Return of I Card will be recorded on the Clearance Form.
3. Each employee is responsible for safe keeping and preserving his/her I Card as it is. Any changes / alterations made on I Card by employee will be considered as forgery.
4. Each I Card is issued to a particular individual employee and it is not transferable. Exchange of I Cards or Proxy Usage is not allowed and will be viewed very seriously.
5. Loss of I Card should be immediately reported to HR Dept. and concern employee will apply for another I Card thru prescribed form. This form will also include a undertaking stating that, old card will be returned to company in case it is found at later stage.