

### WORKING HOURS

1. The Company will have a 6 day work & working time will be to 10.00 a.m to 18.30 p.m
2. It is mandatory for each employee to swap the attendance card from the day of joining. Every Employee is required to swap the attendance card daily upon his/her arrival and departure from office.
3. Employees are required to swap their attendance card or mark their attendance by 10:00 A.M., there will be 30 mins grace period. In case an employee is late due to any reason, he/she must contact HR Department immediately on arrival. If any employee comes after 10:30 A.M. short leave will be put in front of his/her name (The grace time 4 days in a month permitted, more than 4 days will be treated as late comings for the month). Every late mark in a month will be treated as a half day's Leave without pay. The office leaving timing is 18:30 hrs.
4. The employee will be marked absent in case he/she has not swapped his/her attendance card and marking his/her attendance in attendance register. In case of absence, no salary will be paid for that period.
5. In case an employee goes for outdoor/official work, he/she has to inform his/ her senior accordingly.
6. In case any employee has to move out of the office for any reason except during lunch hours, he is required to get prior approval from his/her immediate manager or HR.
7. **Proxy attendance**- in case employee has gone for OD, then his attendance will be marked by his reporting manager with the information provided to the HR dept.

