TATA CONSULTANCY SERVICES

Experience certainty.

TCS India Guideline – Location Wise Night Timings

VERSION 6.0

Document Release Notice

This India guideline on Location Wise Night Timings, Version 6.0, is published for use in TATA Consultancy Services (TCS) with effect from 12 September 2017.

This document is subject to TCS Document Control Procedure.

Soft copy of the latest version of this document is available in MyHR in Knowmax.

This document was last reviewed/updated on 08 September 2017.

Authorised and Approved By: Dr. Ritu Anand (Deputy Head – Global HR)

Applicability

This guideline is applicable to all Full Time Employees, Business Associates, Contract Consultants (Retainers), Academic Interns and ACE Associates of TCS India working in India locations.

Provisions

Regular working hours for TCS India are defined as per the '**Working Hours Policy**'. However, to respect work commitments made to clients and to ensure business continuity for the organisation, it sometimes becomes imperative for associates to work extra hours beyond their regular timings.

In order to ensure safety and security of associates, TCS will provide transport facilities during the defined Night Timings for respective locations.

Branch wise Night Timings have been defined as per the table below:

Branch	From	To
Ahmedabad	2100 Hrs	0600 Hrs
Bangalore	2000 Hrs	0600 Hrs
Bhubaneshwar	2000 Hrs	0600 Hrs
Chennai	2030 Hrs	0700 Hrs
Delhi NCR	2000 Hrs	0700 Hrs
Goa	1945 Hrs	0600 Hrs
Hyderabad - City Locations	2100 Hrs	0700 Hrs
Hyderabad - Non City Location (Adibatla)	2000 Hrs	0700 Hrs
Kochi	1900 Hrs	0600 Hrs
Kolkata / Jamshedpur / Guwahati	2000 Hrs	0600 Hrs
Lucknow	2130 Hrs	0600 Hrs
Mumbai	2030Hrs	0600 Hrs
Nagpur	2000 Hrs	0700 Hrs
Pune - City Locations	2200 Hrs	0600 Hrs
Pune - Non City locations (Hinjewadi / Quadron)	2100 Hrs	0600 Hrs
Trivandrum	1900 Hrs	0600 Hrs

Note: *Associates are advised to contact their local Admin teams for a schedule of transport facilities & procedural related queries in order to avail these facilities. It is advisable for projects to plan their schedule in advance and inform Admin at least 24 hours in advance about such requests.*

Terms & Conditions

1. Night Timings have been defined for each location, in keeping with the region specific safety requirements.

2. Night transport facilities will be scheduled at fixed timings to optimize utilization and cost.

3. Eligibility for above benefit is based on prior approval for working during the defined night timings from Project Approver.

4. All expenses related to Company transport during the defined night timings, will be booked against the respective Project WON/SWON.

5. No-Show (cancellations without intimation) charges will be applicable to the respective project WON/SWON.

6. In case the associate, chooses not to avail the transport facility provided during the defined night timings, TCS will not be responsible for the safety of the individual during such travel.

7. TCS keeps in mind safety of employees during night transit and will comply to local laws and implementation of the provisions mentioned within this policy may be modified based on provisions prescribed by local laws.

Revision List

Revision Version No.	Policy effective date	Document Release/ Revision Date	Revision Description	Section No.	Rationale for change	Change type (add/ modify/ delete)	Policy revision/ Document revision
6.0	12 Sep 2017	08 Sep 2017	Updated Hyderabad Night Timings from 2000 to 2100 hours	Branch wise Night Timings	Time Based review	Modify	Policy Revision
6.0	12 Sep 2017	08 Sep 2017	Added Hyderabad Night Timings Non City Location (Adibatla)	Branch wise Night Timings	Time Based review	Add	Policy Revision
5.0	01 Dec 2015	26 Nov 2015	Added night timings for Nagpur	Branch wise Night Timings	Addition of new branches	Add	Policy Revision
5.0	01 Dec 2015	26 Nov 2015	Removed note on company transport for employees working in BPS processes	Branch wise Night Timings	Night Timings for BPS and IT aligned.	Remove	Policy Revision
4.0	01 Jun 2015	27 Apr 2015	Updated Kochi Night Timings from 2000 to 1900	Branch wise Night Timings	In line with changes in Legal statues	Modify	Policy Revision

Revision Version No.	Policy effective date	Document Release/ Revision Date	Revision Description	Section No.	Rationale for change	Change type (add/ modify/ delete)	Policy revision/ Document revision
3.0	01 Oct 2014	15 Sep 2014	Updated Mumbai Night Timings from 2130 to 2000	Branch wise Night Timings	In line with changes in Employee Safety guidelines	Modify	Policy Revision
3.0	01 Oct 2014	15 Sep 2014	Updated Kolkata Night Timings from 2100 to 2000	Branch wise Night Timings	In line with changes in Employee Safety guidelines	Modify	Policy Revision
3.0	01 Oct 2014	15 Sep 2014	Added night timings for Jamshedpur and Guwahati	Branch wise Night Timings	Addition of new branches	Add	Policy Revision
3.0	01 Oct 2014	15 Sep 2014	Updated Hyderabad Night Timings from 2130 to 2000	Branch wise Night Timings	In line with changes in Employee Safety guidelines	Modify	Policy Revision
3.0	01 Oct 2014	15 Sep 2014	Updated Bhubaneshwar Night Timings from 2130 to 2000 & 0530 to 0600	Branch wise Night Timings	In line with changes in Employee Safety guidelines	Modify	Policy Revision

Revision Version No.	Policy effective date	Document Release/ Revision Date	Revision Description	Section No.	Rationale for change	Change type (add/ modify/ delete)	Policy revision/ Document revision
2.0	01 Apr 2013	05 Mar 2014	Updated Chennai Night Timings from 2230 to 2030	Branch wise Night Timings	In line with changes in Employee Safety guidelines	Modify	Revision
1.0	01 Apr 2013	10 May 2013	First release	NA	NA	NA	NA