 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-HR-006-01	Effective Date:	01.04.2018
	Supersedes :	HR-006-00	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 2
TITLE: MONITORING EMPLOYEE MOVEMENT				

1.0 PURPOSE:

To lay down the Procedure for monitoring employee movement.

2.0 SCOPE:

This procedure is applicable for all employees working at Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

It is the responsibility of HR department to monitor the employee movement and Shift exchanges.

4.0 DEFINITIONS:

Nil

5.0 PROCEDURE :


5.1 Out Pass:

- 5.1.1 The main objective is to monitor the employee movement.
- 5.1.2 Employee entering into factory premises shall sign in the muster roll.
- 5.1.3 Any employee need to go outside the factory on Official or Unofficial purpose, by getting the authorized form and shall fill the in time and out time in Employee Movement Register.
- 5.1.4 If employee returns after completion of the outside work, security shall enter the return time in the 'Employee Movement Register' and allow him to premises.

6.0 FORMATS / ANNEXURE(S):

- 6.1 Employee movement register : ANNEXURE

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	I. Naresh	G.SriVarma	N.Sreedhar
Department	Admin & HR	Admin & HR	Quality Assurance

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7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	27.03.2013	New SOP	---
01	01.04.2018	1. SOP revised in-line with SOP “SOP-QA-001-05” 2. Procedure rephrased for better clarity.	CCF/GEN/ 18009

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	I. Naresh	G.SriVarma	N.Sreedhar
Department	Admin & HR	Admin & HR	Quality Assurance

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