1. **PURPOSE:**

To lay down the Procedure for monitoring employee movement.

1. **SCOPE:**

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

1. **RESPONSIBILITY:**

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

1. **Definitions:**

Nil

1. **PROCEDURE :**
   1. **Out Pass:**
      1. The main objective is to monitor the employee movement.
      2. Employee entering into factory premises shall sign in the muster roll.
      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.
      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.
2. **Formats / annexure(S):**
   1. Employee movement register : ANNEXURE
3. **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 |