



Corporate
Renaissance
Group

OD Policy

Ref: GI-HR/POL/001
Version: 1.0

OD Policy

1. If a member is directly going to client site or any other place he/she should to apply OD (On Duty Status form).
2. 1 day grace period is permissible for filling OD form. Leader approval is must.
3. New client name will be enabled only if client name field is blank.
4. It is mandatory to fill all the fields while applying for OD.

(Application validation) On Duty Requisition:

1. You can submit OD up to one day grace period only.
2. You can't fill OD more than 7 days in advance.
3. New Client Name will be enabled only if Client Name field is blank.
4. OD Date, Time From, Time To and Remarks fields are mandatory.
5. Submit button will be disabled until all the mandatory fields are populated and any error message is there.