

1. Attendance Calculation -

- Office Reporting time is 9:30 a.m – 6:30p.m i.e total of 9 hours;
 - Any working hours 3 hours and below will be mark ABSENT. Exceptions will be acceptable duly approve by HOD with proper reason)
 - Any working hours above 3 and below 9 hours will be mark HALF DAY. Exceptions will be acceptable duly approve by HOD with proper reason)
 - Any biometric swipe later than 9:45am it will be considered LATE. For every 3 LATE remarks in a month would automatically attract a deduction of half day. We might have exceptions wherein previous day an employee has worked late hours. But it will be on sole discretion of supervisor and approval require from HOD.
 - Any biometric swipe later than 11.30am it will be considered Half Day Leave.
 - Any biometric swipe for out before 4.30pm it will be considered Half Day Leave.
 - Any biometric swipe before 6.30pm & After 4.30pm it will be considered Early going. For every 3 Early going remarks in a month would automatically attract a deduction of half day.

2. Records For Outdoor Visits -

- Proper records should be maintained for any field visits in office hours, late coming and early leave from office.
- Every office consist of “In-Out Register” for same, now it’s employees duty to make entry and maintain a record for same.
- If someone fails to do so it will be considered as LEAVE WITHOUT PAY.

3. Leave Intimation Mails -

- Every Employee has to plan his leaves with discussion of his Reporting head. Leave intimation mail should get approve from Reporting Head and intimation mail should mark to HR/Admin for leave management..

4. Sandwich Leave Policy -

- Any leave taken prefix and suffix of holiday or weekly off, will be treated as leave from prefix day to suffix day. In other words, if any Holiday or weekly off comes between leave, then employee has to apply leave for that Holiday or weekly off and all these leaves adjusted against available PL, if PL not available then it will be mark as LWP.
 - e.g. an employee has taken leave from Friday, joined on Tuesday and there is weekly off of Saturday and/or Sunday, then his leave will be consider for 4 days.
 - e.g. an employee has taken leave on 14th August to 16th August, there is holiday on 15th August, then his leave will be consider for 3 days.

Note :

- Continued 3 Leaves will be adjusted against CL and above 3 days all days will be adjusted from PL .