

 KREATIO MONETIZING CONTENT	TRANSPORT FACILITY DURING EXIGENCIES OF WORK	HRPO35
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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	Souvik

1. POLICY PURPOSE

To provide local transport to employees from Office to their residence who overstay beyond the normal

working hours due to exigencies of work

2. POLICY SCOPE

The policy is applicable to all categories of employees of the organisation

3. POLICY DESCRIPTION

Employees who overstay beyond the normal working hours (beyond 9 PM) due to exigencies of work and in the absence of the normal Transport facility available from the office, Employees shall intimate the Travel Dept / Front Desk well in advance to arrange for rental cars.

As a part of cost effectiveness/control employees are advised to plan such travel well in advance and make use of shared rental car.

The Transport Requisition form will be filled in by the employee and approved by the concerned Department Head.

The Transport Requisition Form has to be submitted before 5 PM to the Travel Dept/ Front Desk for arranging the transport.

4. POLICY DEPLOYMENT

The managers shall implement the policy in coordination with HR consistently.

5. POLICY REVIEW

The policy need to be reviewed once in year by top management as part of quality management system review