

## **1. ATTENDANCE / LATE COMING POLICY**

**REF NO: HR/CIR/21/ April/2019**

Employee attendance policy is created to maintain efficiency in work place and to promote the efficient operation of the company and minimize unscheduled absenteeism.

Office Timing: 9.00 AM – 5.30 PM (General or other shift applicable to the unit)

Lunch Time : 1.00 PM – 1.30 PM (half an hour in other shift)

- Late coming is allowed for 6 times in a month between 9 to 9.10 A.M
- From Seventh to Eleventh time of late coming half day Leave will be deducted respectively.
- From 12<sup>th</sup> time onwards, full day Leave will be deducted
- Those who are punching between 9.10 to 10 AM two times in a month will be considered, after that half day leave will deducted.
- Those who are punching after 10 AM on any day, it shall be treated as half day.
- Those who do not give information, shall be treated as absent/Loss of pay.

In the case of Employee who is a habitual late comer and deviating any of the points in this circular ([HR/Cir/01/2019](#)), disciplinary action will be taken separately.

**Note:**

- 1) All the staff should punch ‘IN’ & ‘OUT’ Strictly.
- 2) No information ( no punch, not applied leave & OD in portal) will be treated as Loss of Pay/absent
- 3) The above policy will be applicable for Sunday also.