

Dear All,

We have been informing to maintain discipline particularly with regard to attendance, leave management, employee movement on official work etc.,

But, we observed that, personnel have taken lenient view and most of the employees are in-disciplined. Discipline is most important factor to a person to grow professionally and attain high positions. Not only in the personal front, in certain cases/occasions either statutory/regulatory, documentary evidences are required to take benefits by employee. At that time our negligence or indiscipline should not be a reason for not availing the benefits. HODs are also not taking initiative to nurture the peers in these aspects on no valid reasons and they should be a role model to their departments.

Hence, it is informing to all the employees (irrespective of designation) that, in strengthening the administration the below guide lines will be followed with immediate effect.

a) While attending to his/her duty, employee shall be allowed a grace period of 15 minutes in a month for 2 occasions for all shifts. (example: 1st shift is 6.00 am, grace period 6.01-6.15)

b) If exceeds two times the deduction as follows:

1 st shift	(6.00 am)	6.01-6.15, ½ hour.	6.16-6.30, 1 hour.	above ½ hour 2 hours
G. shift	(9.00 am)	9.01-9.15, ½ hour.	9.16-9.30, 1hour.	above ½ hour 2 hours.
2 nd shift	(6.00 pm)	2.01-2.15, ½ hour.	2.16-2.30, 1 hour.	above ½ hour 2 hours
3rd shift	(10.00 pm)	10.01-10.15, ½ hour.	10.16-10.30, 1 hour.	above ½ hour 2 hours

c) More than 1 hour late shall be considered as half-a-day leave.

d) No other permissions such as “personal” are not allowed. However, if any employee leaves on personal reasons, based on the out punch timings the hours will be deducted from leave/ deduction of amount.

Employee shall regularize the attendance within 24 hours of time for any punch missing, odd punches, on duty, odd shift timings etc., with a valid documentary evidence thro’ HOD recommendation. HODs are advised to ensure employee discipline with regard to attendance.

We have authorized shifts of A, G, B, C in a day. Other than these shifts employee engaged for any emergency/particular work purposes, the same shall be informed to HR department with a valid reason to process the attendance/regularize the attendance before engagement.

All the employees are advised to adhere to the above and make administration smoothly, **this will be implemented w.e.f. 01.02.2020.**

CSREDDY
Sr. Vice President