

On Time Incentive Rule

- If total late mins in a month is < 3 mins per present day or not more than 60 mins in a month and '**no work from home**' and **no leave taken** except the compensatory off and **atleast 18 days present** in the office in the month, you will be eligible for **Rs. 400 incentive**.
- The incentives will be calculated on **Login time not start time** (so you may lose the incentive if you forget to login after coming on time).
- Present days here means number of days present in office (tours would not be included).

PLEASE NOTE: The incentive rule is not applicable for people working from non-office location, people in sales and support department.