



## Attendance & Punctuality Policy

	Process Owner	Authorized by
<b>Name</b>	Prashant Nayak	K. R. Naik
<b>Designation</b>	AVP - HR & Admin	Executive Chairman
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### TIME OFFICE REGULATIONS

It is rightly believed that 'Punctuality is synonymous with productivity.' It is our endeavor to inculcate this sense of discipline by laying down rules of punctuality and at the same time maintain a good work life balance.

We have segregated the time office Regulations as per specific regions/functions keeping in mind their individual genuine concerns and issues.

## Corporate Office /Regional Sales Offices / Branch Offices

### Time Bands

Time Bands have been introduced to facilitate employees commuting from various locations. Company transport will be provided during a fixed band

Employee should opt for flexi timing band once and maintain the same. Change of Band will not be allowed once chosen.

However in certain exceptional cases, same could be considered with prior approval of Administration department.

8.30 to 17.30	9.00 to 18.00	9.30 to 18.30	10.00 to 19.00
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Kindly note the above timings are for commencement and completion of work and not of punching in/out. It is desired that the employee punches in at least ten minutes before/after the band time so that he/she may be at his workstation to start/end work on time.

## **Attendance**

### **Corporate office and Sales branches**

Attendance and regularity will be viewed very seriously. Employee needs to complete 45 hours per week clocking in a minimum of 8.5 hours every day. Daily punching of attendance is compulsory or else it will be deemed that the employee has not worked for that day. In case of any technical problems on any exceptional day, you may intimate the administration department of you presence vide mail. Please note that punching details will be the only basis for computation of attendance and salary.

### **Goa office and Service branches**

In conjunction with the above mentioned for Corporate office and Sales branches, attendance will be reviewed as per the business requirements for Goa office and service branches.

## **OD Rules**

OD may be categorized into two parts:

I] When the employee leaves from office on OD or,

II] When he does not come to office and goes out and out from his home place

In case I, the employee has to fill in a simple OD slip authorized by his/her HOD and submit it at the security gate before leaving on OD.

In case II, if the employee is aware of the OD assignment in advance he may submit the OD slip on the previous day, or else submit it after on return from the OD, with the approval of HOD.

In case of failure in submission of OD slip, the employee will be marked absent and there will be a salary deduction.

Compensatory off: There is no system of advance compensatory work. Compensatory offs may be granted when an employee has worked on a holiday/ off day and has to avail the same within a month of extra working.

## **Sales Team**

**The sales team will have some flexibility in terms of reporting their OD due to the nature of their job. Any exceptional cases however will be regularized with approval of the HOD.**

**Remaining rules of time office and punctuality remain the same for them**

## **Branches**

**Branches will follow their respective time bands as decided and all the other rules of time office and punctuality remain the same across the regions.**

**Late working for Women** : HOD of the concerned department should be responsible for the safety and security of female employees working beyond the time band. Moreover, it is recommended that late working of female employee should be discouraged (other than women employee working in multiple shifts) in view of the safety and security. Further female employees working and residing at locations having no proper transport system should be provided transport facility by the concerned Supervisor/HOD incase of late working.

**This rule of punctuality is standard across entire Smart-Link and is applicable with immediate effect.**