

LATE COMING POLICY

Objective: Objective of this scheme is to recognize punctual employees and motivate employees for Punctuality.

Scope: This shall be applicable to all the Workers and staff on Company roll.

Criteria for late coming and short leave:-

1. Short leave of two hours will be allowed to all company roll employees.
(Three times in a month)
2. No late coming beyond 10 minute(Three times in a month) from his duty time will be acceptable, if any employee reach his duty after 10 minute, it will be adjust in concern employee short leave.
- 3 if any employee occurs late after adjustable of short leave up to four hrs. It will consider
As half day and above four hrs will be consider one day, no leave will be adjustable.

General Conditions for all above Policy:-

1. Management reserve the right to discontinue or any change in above policy at any time without giving any notice or without assigning any reasons thereof.

Proposed By	Approved By
(HEAD- HR & ADMIN.)	(C.E.O.)

Note: - Policy effecting from 01 March 2016 onwards.