

Subject: Attendance for employees not reporting to respective site – on field.

Keywords: Attendance.

All staff members who are not reporting to their respective sites on days where they are on duty for meetings customers, sales calls, liaisoning works, meetings, etc., are required to send their attendance by viber to 9154208905 (save as HR MPPL Attendance). The attendance must be sent at 9.30am or 10am as per office hours of respective sites.

Details to be send on viber:

1. Name of employee.
2. Brief reason for not reporting to site/office.
3. HR can access your location only if your location tag is enabled on viber. For that select HR MPPL attendance, then select chat info and enable 'attach location always'.

HR to publish a list of employees who are permitted to regularly send attendance from offsite location.

HR shall further publish a list of employees who are not permitted to regularly send attendance from offsite location.

All other employees shall be permitted to use this facility occasionally (about once a week). At all other times they can mark attendance from their respective sites.

Soham Modi.