

Subject:- Attendance sheet/ Bio-metric attendance recorder.

An attendance sheet / Bio-metric attendance recorder has been provided at head office and every site. Staff members must sign-in and sign-out every day. All Manager/ Engineers / Sales Staff and other staff visiting other sites in place of their site/HO are also required to sign-in and sign-out on the attendance sheet/Bio-metric attendance recorder at any one of the sites, assigned to them.

The timing for all sites shall be 9:30 am to 6:00 pm for construction staff and 10:00 am to 6:00 pm for other staff. Timings at head office shall be 10:00 am to 6:00 and Saturday shall be half day i.e., from 9:30 am to 2:30 pm. However, staff members who have pending work will continue to work till 6:00 pm.

All staff member arriving more than 5 min. late shall be marked as late for that day. Each staff member shall be permitted to come late by more than 5 min. and less than 15 min. twice a month. Thereafter on arriving late he / she shall be given attendance only for half day.

All staff members are required to record their movement in the movement register at HO and each site.

Update: 09-03-2020

Staff members cannot start work before 9am at HO or sites without explicit prior permission from Jai Kumar/Soham. Similarly, staff members cannot stay back / work beyond 7pm without explicit prior permission from Jai Kumar/Soham in writing. Only in case of concreting at site one or two engineers may be permitted to work outside office hours with approval from project manager.

No lady staff member shall be permitted to work beyond 7pm at HO and beyond 6.30pm at site. Explicit prior permission from Jai Kumar/Soham shall be required in writing (which is not likely to be granted). Where permission is granted, project managers / divisional heads shall be entirely responsible for ensuring safe commute of lady staff members to their residence. Preferably, use office cars or other staff members must accompany them to their residence.

Some staff members have been permitted to leave early for personal reasons. Jai Kumar to periodically inform respective sites about the same. Such staff members cannot be detained beyond their office hours without explicit permission form Jai Kumar/Soham.

Managing Director.