

Sub.: Details of attendance and payment for housekeeping, security, etc.

Admin Managers/officers at site are required to send an excel sheet with details of attendance / payment for housekeeping, security, gardening and swimming pool maintenance services. For sites where weekly services of plumber and electrician is being provided, they too are to be included in the statement. A locked excel statement with the following columns is attached herein and should be used for sending the statement.

Sl.no., contractor, type of service, employee name, designation, monthly salary, daily wage, attendance required in days (deduct Sundays, permitted leaves), actual attendance in days, OT, pay for days, fines, payment in Rs., other service charges in %, payment with service charges in Rs.

Enter remarks at the bottom of the excel sheet. Admin managers/officers are required to send these details by the 2nd of each month. Statement should be prepared carefully – fine of Rs. 100/- shall be imposed for every mistake made in the statement. Payments shall be made to service providers based on this statement. Cross checking can be done over a period of two weeks by Praveen Audit.

Attendance required in days and OT policy may vary for different types of contractors.

Fines to be imposed shall be as follows:

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| 1. Not properly dressed | – Rs. 25/- per day |
| 2. Not in uniform | – Rs. 50/- per day |
| 3. Leave without intimation (Planned leaves for marriages, trips, family functions, visit to home town, visit to doctor, etc.- exempt emergency leaves) | – One day salary |
| 4. Damaging office equipment, computer, cameras, torches, etc Due to careless handling | – Rs. 100 to 50% of equipment value |
| 5. Loss of equipment | – upto 100% of equipment value |
| 6. Not taking up work assigned | – Rs. 200/- |
| 7. Lates or leaving early without intimation | – ½ day salary |

Soham Modi