

ATTENDANCE POLICY

•The different status shown here are:

- a) **“Leave”**- for any approved leave types of SL,CL,EL,PL,FL or TL
- b) **“Holiday”**- for any public or declared holiday
- c) **“Outdoor Duty”**- for duty at locations other than office premises
- d) **“Present”**- status indicating presence on duty
- e) **“Absent”**- status indicating absent from duty
- f) **“SH”**- Half Sick Leave
- g) **“CH”**- Half Casual Leave

•There are different modes of capturing attendance; mail/ GPRS software : Effort Plus and biometric machines.

• **For field staff using GPRS software : Effort Plus**

- 1) As per the attendance policy, the attendance has to be sent before 10:30 am, everyday. Any attendance received beyond 10:30am shall not be considered on that day.
- 2) The attendance has to be checked regularly in ESS, in case there is a discrepancy the same has to be brought to the notice of HR immediately.
- 3) Any corrections in attendance shall not be considered beyond 28th of every month due to salary processing.
- 4) The option of leave if chosen in GPS module has to be backed by leave type e.g. EL, CL, PL , SL etc. It is mandatory to choose leave type and mention the no. of days.
- 5) Leaves needs to applied in ESS also.

Request all to adhere to these processes for smooth reporting and processing of the salary.

Henceforth, Any attendance corrections beyond same month will be considered only with the approval of HOD.

Note: It is observed that the attendance may not be recd on time when you post it during your travel in non network areas. In such cases, you need to sync your data with server by clicking on the sync icon (2 rotated turned arrows) on the main screen of the effort plus whenever you come within network area for the data to be sent. These are some basic rules that needs to be followed while using the mobile apps.

• **For staff who are on field jobs but not covered through Effort Plus software should send attendance through location based admin person or through mail to HR.**

•For non-field team members based at office premises

1. The timings shall be captured in the thumb reader machine installed at office premises.
2. Each individual should use thumb reader for registering attendance everyday for both “in & out” time. Besides this, the “in & out” time needs to be punched whenever one leaves the work premises for any purpose during working hours, although it could be multiple times in a day.
3. The reporting time is as given for various locations (including lunch time half an hour). Any delay beyond reporting time or leaving before given time shall be considered as late entry/early leaving.
4. **Timings at various locations:**
5. Work Timing: 9:30am- 6:00pm for Corporate Centre, Lunch timing : 1:30pm – 2:00pm
6. Work Timing: 9:00am- 5:30pm for Processing Plants/R&D Lunch Timing: 1:00pm -1:30pm
7. Work Timing: 8:00am- 5:00pm for Gomchi location, Lunch timing : 1:00pm – 2:00pm
8. Work Timing: 8:30am – 5:00pm for Kohodiya location, Lunch timings: 1:00pm- 1:30pm
9. The lunch timings shall be strictly adhered. No extra time should be taken than the timings specified.
10. **Deductions:**
 - a. Maximum 2 deviations in reporting timings within a range of 15 mins (late reporting or early leaving) would be allowed for exigency purpose.
 - b. Beyond 2 allowed deviations, on any particular day if the delay is more than 15 mins on either side (reporting to office/leaving office), it will result in half day leave deduction for that day.
 - c. Beyond 2 allowed deviations, for every 3 delays beyond 9:30am will attract half day leave deduction
11. The leave deduction would cover the CL & PL, if both leaves get exhausted, then it would result in absent mark & salary deduction.
12. In case, there is a delayed reporting /early leaving due to official requirements or case of business tour/visit to other locations , a mail needs to be sent with approval of HOD and submitted to HR, the absence shall be regularized to “Outdoor duty” or “on tour”. In the absence of the mail, the above leave deduction rule will get applicable. The approval mail should reach in the same month before the salary processing happens, there will not be any adjustments/arrears paid in next month for previous month.
13. In case there is no in-time or out-time punch without reason it shall be considered as deviation in policy and leave deduction shall be made applicable.
14. In case there is any issue with the thumb reader; kindly report to HR.
15. The attendance has to be checked regularly in ESS, in case there is a discrepancy the same has to be brought to the notice of HR immediately.

Note: This policy is applicable to all employees across designations who are stationed at Corporate Centre, Research locations, Biotech labs, Processing plants, R&D farms excluding employees who have field job as daily routine.

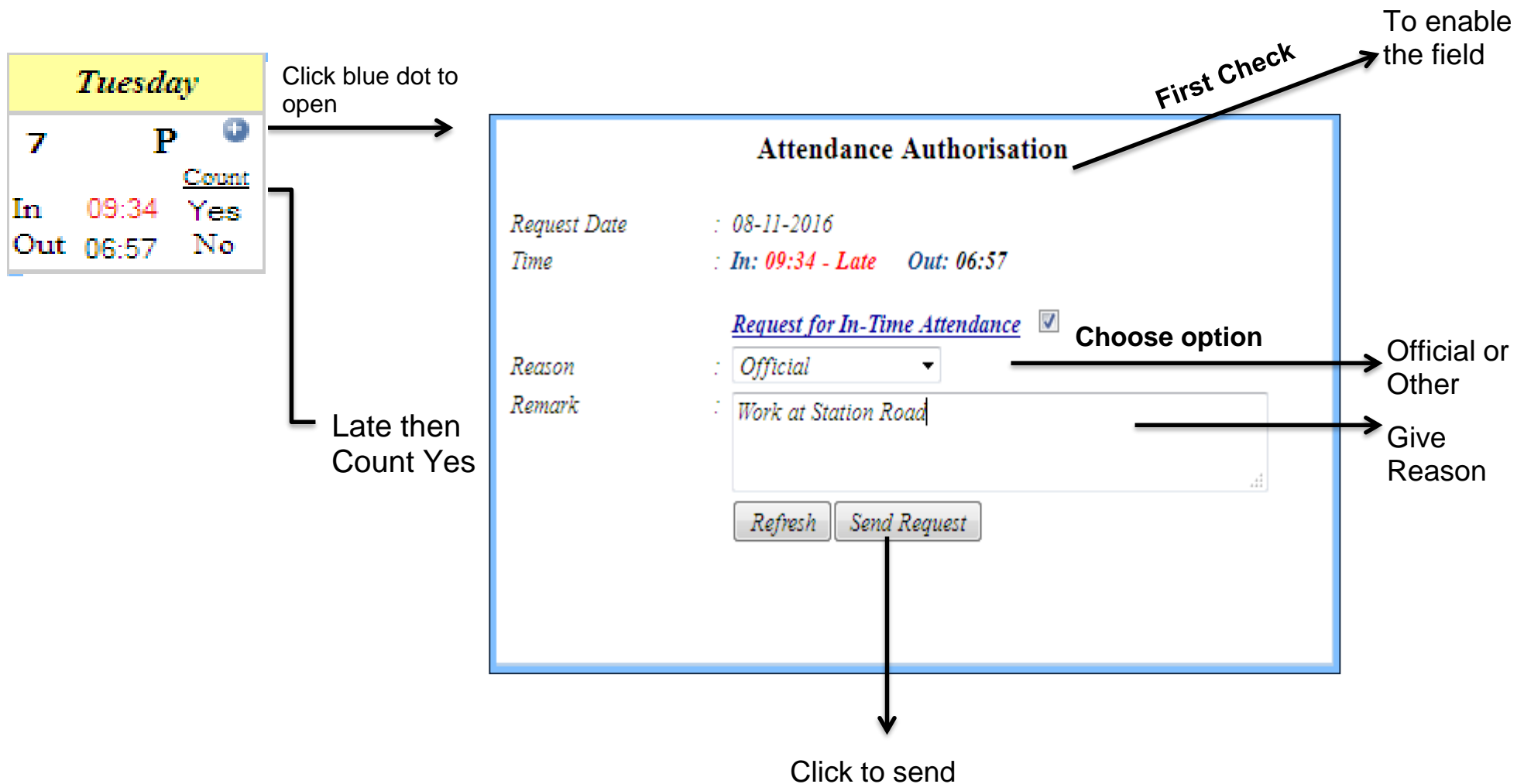
Attendance Policy : Approval Process for Deviations due to official purpose

As per the new attendance policy released for staff based at Offices, farms and plants, the timings as captured through thumb machines can be viewed in ESS (Attendance Module). Any late or early going or no punching due to official duties can be put-up for approval through the Approving Window. Through this option, one can justify the reasons for late coming /early going, and can take approval from respective reporting manager. In the absence of approval, the deviation from timings shall lead to leave deduction (half day leave for 3 deviations) or in the absence of leave balance it will be counted as absent. Here is the procedure for taking approval:

1. In the Attendance link you will see a blue dot in case there is a deviation on that day.

My Attendance		Select Month ▾	Month: November	Help Document			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1 P ⁺ Count In 09:30 No Out 00:00 No	2 P In 09:27 Out 06:15	3	4 P ⁺ Count In 09:25 Out 00:00 No	5 P In 09:28 Out 06:37	Blue dot
6	7 P In 09:29 Out 06:38	8 P ⁺ Count In 09:34 Yes Out 06:57	9 P In 09:28 Out 06:32	10 P ⁺ Count In 09:32 Yes Out 06:36	11 P In 09:27 Out 06:47	12 P In 09:30 Out 06:17	In Time Out Time Late In
13	14 P In 09:29 Out 06:17	15 P In 09:25 Out 06:26	16 P In 09:26 Out 06:14	17 P In 09:28 Out 06:26	18 P In 09:28 Out 06:33	19 P In 09:28 Out 06:34	
20	21	22	23	24	25	26	
27	28	29	30				

2. To take approval for deviation in timings , click on the blue dot. The following screen appears, where one needs to justify the reason for deviation and click “submit”. The form will go to reporting manager for approval.



3. Reporting manager/ HOD will get a link of ESS in mail. The request in ESS may get approved or disapproved as per justification provided.

The screenshot displays the 'Application For Attendance Authorisation' interface. On the left, a sidebar menu under 'Team Details' includes 'My Team', 'Leave Application', 'Attend. Authorisation (0)', 'Attendance Reports', and 'Pending Confirmation'. An arrow labeled 'Click to see' points from the 'Attend. Authorisation (0)' menu item to a table of requests.

The table, titled 'Application For Attendance Authorisation', has columns: Sno, IC, Name, Date, In Time, Out Time, Status, and Details. It contains two records:

Sno	IC	Name	Date	In Time	Out Time	Status	Details
1	021	Mr. XYZ	04-11-2016	09:34		Pending	Click
2	021	Mr. XYZ	01-11-2016	09:30	05:10	Submitted	Click

Below the table, there are navigation links '< Previous | Next >' and '(Total 2 Records)'. An arrow labeled 'Click to View' points from the 'Click' link in the second row to the 'Attendance Authorisation Request Details' form.

The 'Attendance Authorisation Request Details' form shows the following information:

- Request Date : 04-11-2016
- Time : In: 09:34 - Late
- Request for Out-Time Attendance
- Reason : Official
- Remark : Work at Station Road
- My Action : Choose Option
- My Remark :

Arrows indicate the 'Choose Option' dropdown is used for 'Approve / Reject' and the 'My Remark' text area is used for 'Remark'.

4. Once action is taken by reporting manager , one can see the status (approval /disapproval) in ESS. In case of disapproval, the deductions will be affected.

Attendance Authorisation

Request Date : 01-11-2016
Time : In: 09:34 - Late Out: 06:57

Reason : Request for In-Time Attendance [Status: Approved]
: Official

Remark : Work at Station Road

→ See the Status

Note : All approvals should be taken well in advance, before salary processing of the month, preferably within 1 day of late incidence. In case the approvals are not done on time, no adjustments will be done in next month.