



HR POLICY

21 May 2026

Timing

- I. Office time is from 10.00 am to 06.00 pm with lunch break of 30 minutes from 1.45 pm to 2.15 pm
- II. No separate business hours and office hours as such the business hours are from 10.00 am to 06.00 pm, the lunch break is to be taken by the staff in turn by turn without affecting the customer service.
- III. The Biometric punching is to be done without fail, well in time, late punching up to 10 minutes for unforeseen reasons is permitted as special case, the late punching is to be compensated preferably on the same day. Late punching more than three times or more than 45 minutes will be treated as half day leave.
- IV. Failure to do biometric punching will be treated as leave.
- V. Early departure up to one hour is permitted for exigencies, maximum two times in a month, subject to the condition that early departure is to be compensated by working extra time on any day with in that month. Prior approval is to be taken from the concerned reporting authority, but punching is compulsory.
- VI. Where the employee is required to go out for an official work and in case could not report back to the office by the evening the approval is to be taken from the reporting authority who in turn has to report the non- marking to HR Head for approval.
- VII. Compensatory off can be accumulated, but to be availed a maximum of two days at a stretch.
- VIII. The casual leave cannot be availed more than 4 days at a stretch.
- IX. Leave period should not exceed 6 days, at a stretch prefixing or suffixing the holidays.
- X. Balance privilege leave and sick leave in a calendar year are carried over to next year for the credit of leave account. Maximum 6 sick leaves and 12 PL will be allowed for carry forward.
- XI. PL/SL can be suffixed to sick leave only if SL is exhausted or insufficient at the time of applying the sick leave.
- XII. Leave to be applied three days in advance for both in the cases of casual leave and privilege leave.

Types of Leave

Nature of Leave	Eligible Leave In calendar year	Remarks
Casual Leave	12	Privilege leaves available after one year for Confirmed Employees
Privilege Leave	12	
Sick Leave	12	
Maternity leave	As per Govt Rule	
Compensatory off		

-  In case of exigencies whereas a staff member worked on holidays / restricted holidays, compensatory off is permitted on later date
-  In case of exigencies respective department head can permit the late coming/ early going without regard to punching
-  Additional Leave apart above leaves will be treated as Loss of pay, maximum 15 days LOP allowed in very special case with higher authority's approval.

Other Policies

- ❖ There will be six working days for all offices
- ❖ Attendance cycle has been fixed as 1st to 30th
- ❖ The salary would be disbursed to employee's salary account on end of month.

- ❖ On probation period employees are entitled to take six days of leave. However, this will be either sick or casual leave only. These leaves shall be availed on basis of 1 leave per month of which no leave availed in current month shall be added to subsequent month account and so on. Leaves not availed during the probation period shall get lapsed upon completion of probationary period.
- ❖ Loss /Damage of the employee id card /access card will be charged Rs 500 from respective employee.
- ❖ Transfer applicable to all employees anywhere in India based on management decision.

Public Holidays

The list of 13 Holidays will be declared at the beginning of the year and the same will be circulated by HR department.

Maternity Leave / Paternity leave

- ❖ For Male Employee paternity leave are allowed for two days.
- ❖ Permanent female employees with at least 12-month continuous service are entitled to maternity leave
- ❖ Maternity leave can be availed for a maximum of two occasions during the service tenure of the female employee and this includes normal delivery, caesarean delivery, miscarriage or medical termination of pregnancy.
- ❖ Maternity leave will be allowed for a total period of 90 days that can be availed of her impending confinement not less than 8 weeks in advance of the leave proposed to be taken, supported by medical certificate.
- ❖ Maternity leave will be in addition to other leave facilities already in force.
- ❖ No leave pay shall be due or payable in lieu of unavailed maternity leave.
- ❖ Maternity leave cannot be clubbed with any other leave except accumulated PL. Extension of leave, if any will require a special sanction form the Head HR/COO based on the recommendation of the Reporting officer /Function Head.

Administrative Process

- ❖ All employee is required to plan their leave for the year so that company's business does not suffer.
- ❖ All Leave request should be approved by authorized personnel. The employee has to ensure that the same been accepted by the reporting Manager before proceeding for the leave.
- ❖ In Case of emergency or illness, it is expected that the employee will keep his /her Reporting Manager informed by phone or otherwise on the same day before the start of working hours in such cases approval should be taken within 1 day of resuming duty.

Notice Period

- ❖ During the probation period and on confirmation, the notice period to be served is one (1) and three (3) months respectively. The company has the discretion to terminate employment immediately on disciplinary terms, if the employee has unsatisfactory performance at work, non-compliance to the Code of Conduct and Work Ethics Policy or frequent absenteeism from work. If terminated, the employee to serve 30 days' notice period

Leave credit and accumulation

- ✚ Staff joined between 1st to 10th of month will be eligible for leave.
- ✚ The casual leave and sick leave will be credited first of every month (one day for completed month)

Leave encashment

- ✚ Employee can be encashing availed privilege leave after completion of two years.
- ✚ Encashment calculation is (Basic + Dearness Allowance) * No: of days