



DEEP

DISEASE ERADICATION THROUGH
EDUCATION AND PREVENTION TRUST

Working Days: 06 Days a week (Monday to Saturday). 02nd & 04th Saturdays are Holidays
If 2nd & 4th Saturday is working day due to OD (On Duty - Medical Camp/Event/ Marathon etc) then compensating off (COMP Off) to be taken in upcoming week.
COMP Off - to be taken within the same month, otherwise it will be lapsed
Timings: 09:30 am to 05:30 pm, extendable as per needs. It is important that all Staff are in work place by 9:30 am.
Attendance log will be clocked in mobile application
Grace time will be till 09.45 am - 3 late logins - one day salary will be deducted from monthly rooster.
OD logins will be regularized by admin team.
General Holidays - 11 Days
The list of General Holidays for the year shall be declared before the start of the calendar year and will be displayed on the notice boards of the respective Offices of the Organization
(a) Leave rules:
Leave shall be categorized into the following:
a. CL - Casual Leave (1 Days / per Month)
CL's not taken per month, then 1 CL will be carried forward to next month
b. CL not taken through Financial Year will be lapsed by 31st March.
On the completion of every quarter of the year, Casual Leave shall be credited to the employees' account
Long CL's (More than 1 CL) to be taken with an advance information to HR/Reporting Head. Via email request letter
OD Leave - to be used within same month only - Will not be carried forwarded.
The employee shall ensure that the sanctioned Leave Application is submitted to the HR
If no leaves available for an employee - Leaves will be considered as LOP - Loss of pay
Inform Department prior to the period of leave for relevant accounting of the same.
(b) Attendance Details:
Will be maintained by HR/Operations Dept.
Employees need to submit 'Regularization Form' in case they fail to register their attendance.
Employee ID Cards:
o It gives individual identity.
o It inculcates & regulates discipline and provides sense of belonging.
o As we grow larger, identifying individuals not closely associated with us will be difficult, thus ID card will help.
o Will be easier to gain access through security without answering embarrassing questions.
Different Types of Forms:
Example: Leave Form, Regularization Form, Conveyance Form, etc.
Conveyance & Re-imburement bills should be submitted from 21st to 24th of every month.
Circulars
Circulars will be displayed on all notice boards and will be available for future reference with the Admin / HR Department of the respective Offices.


AUTHORIZED SIGNATURE