

Rules in HRMS Software

1. OD is not required to be applied for any official tour and for attending any official programme / training, where the Movement Order / Office Order is generated from HRMS software.
2. In-time and Out-time, employees are requested to punch twice in a day i.e. even if one is going on official tour/ avail half day leave.
3. Employees can see their leave deductions due to late punch in HRMS software under ATTENDANCE Menu ----> Employee Attendance & Deductions in ESS login. On 5th of every month, details of leave deductions will be visible. Report of late punch details will be circulated through the HRMS system. The revised status of Employee Attendance & Deductions will again be visible in the system on 10th and 15th.
4. All employees are requested to get their ODs sanctioned by 15th of every month.
5. The attendance will be transferred for salary preparation on 16th of every month.
6. For any OD not sanctioned/pending after 15th, the leave/ salary will be deducted.