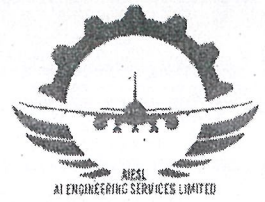


# AI ENGINEERING SERVICES LIMITED



## OFFICE ORDER

Ref. No.: AIESL/HR/HQ/4186A

Date: 20.03.2024

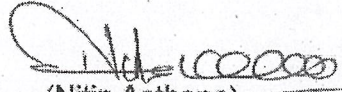
**Subject: Guidelines to Maintain and Monitor the attendance, HQrs**

With regard to the subject matter, it may be noted that we currently operate a system where employees are obligated to sign on a daily attendance register. Salary processing is contingent upon the attendance entries made by employees on register which is kept in the office of Executive Director (Engg), Hqrs, Any employee failing to sign the register for a specific day is deemed absent for that day.

**The following guideline is adhere to follow to Maintain and Monitor the Attendance:**

- a) Employees must sign both in and out times on the attendance register and are required to record their entry and exit times in the register.
- b) The attendance register will remain open for signing for up to 10 minutes from the start of the workday, specifically until 9:40 am. Any employee who arrives after 9:40 am must submit a request for half-day leave for that day.
- c) HR officers should conduct physical verifications of employees at both office locations at Hqrs. Departmental Heads should conduct Surprise spot checks at work locations once a week.
- d) Employees must complete and submit their leave card within 48 hours of returning to work, or their absence will be considered as leave without pay. If an employee fails to update their leave card within the specified timeframe three times in a month, disciplinary action will be initiated by the concerned Departmental Heads
- e) Employees who need to work on their weekly off days must sign the register at the security gate and later in the muster roll. Employees required to work on their weekly off days must obtain prior permission from their Departmental Head.
- f) All Sectional Heads and Controlling officer are required to send prior intimation to the Personnel Department in case any officer of staff of their department is deputed for official work.

The above is for strict compliance and approval of the Competent Authority.

  
(Nitin Asthana)  
Chief HR Officer

Cc: All ED's.  
Cc: CFO, CS, CSO  
Cc: EA to CEO.  
Cc: All GM's

एआई ईंजीनियरिंग सर्विसेस लिमिटेड (ए आई ई एल), दूसरी मंजिल, सीआरए बिल्डिंग, सफदरजंग एअरपोर्ट कम्प्लेक्स, नई दिल्ली-110003  
AIENGINEERING SERVICES LIMITED (AIESL), 2nd FLOOR, CRA BUILDING, SAFDARJUNG AIRPORT COMPLEX, NEW DELHI-110003

CIN No. : U74210 DL2004 GOI 125114

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