



SOP for Attendance Contractual Workers Policy

Purpose:

To ensure the daily attendance of contractual workers in all shifts.

Procedure:

- Contractor prepares list of workers who performing their duties. List is deposited at point on Gate # 02. Same is also verified by the Time Office and respective contractor at end of each shift.
- All contractual workers perform the work as per Contract Agreement with the Contractor.
- Bill / Payment of Contractors is paid by the Company as per the Contract Agreement at the end of each month. Govt. Taxes levied (Social Security, EOBI, Income Tax involved etc.) as per law are the responsibility of the Contractor.
- Any other regulatory compulsion imposed by the Govt. is the responsibility of the Contractor.
- The Contractor will be bound to follow the Company's Rules & Regulations.
- The Contractor will maintain the monthly record of his labour / workers.

Prepared By : 

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Approved By : 

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