



SARYAM POLICY

1 DRESS CODE	: No casuals allowed between Monday to Friday. Saturday casuals allowed subject to meeting / commitments
2 LOANS & ADVANCES	: During probation period no loan / advance will be entertained
	: (a) Advance amount will be deducted as per the EMI (duly filled in the ARF)
	: (b) EMI Period Should not be extended between the loan duration or before completion of loan
	: (c) Advance amount will be paid only Cheque
	: (d) Duration period will be minimum of 6 months and will be decided by HOD
	: (e) Monthly Recovery Amount / Period will be decided by HOD
	: (f) In case of Termination from the services, Loan amount should be settled fully or will be deducted from the salary.
3 LEAVE / PERMISSION	1. The quantum of leave applicable for confirmed staff upon completion of one year unbroken service from the date of joining duty
	2. Privilege Leave can be accumulated up to 30 days. Encashment can be done for unavailed leaves in excess of 30 days at the end of calendar year.
	3. Privilege Leave is earned after every 30 days of working.
	4. Privilege Leave may be accumulated.
	5. Privilege Leave encashment will be on the basis of basic salary only.
	6. Medical Leave may be sanctioned on submission of medical certificate and medical reports.
	7. Casual Leave can be availed not more than 2 days at stretch.
	8. Unavailed casual leave will lapse at the end of the calendar year.
	9. Maternity Leave may be eligible from the date of delivery.
	10. Permission 1 hour allowed per month. Permission more than once in a month may be considered as half a day leave
	11. Late entry more than 2 days in a month will be considered as half a day leave.
	12. Leave request form should be submitted and get approved before two days itself.
	13. In case of any emergency or sick leave should be informed to director and reporting heads before the working day starts.
4 TRAVEL POLICY	: Travel advance request should be sent before 2 days of travel.
	1. Actual bills are mandatory for all kinds of expenses. Without bills reimbursement will not be made.
	2. In case of train or bus travel bills may be exempted.
	3. Mobile phone usage charges will be paid for official use, actual usage amount shall be claimed after showing the proof
	4. Expenses made above the eligible limit will not be sanctioned.
	5. Miscellaneous expenses are generally not allowed, in case of emergency please specify the expenses and bills to be produced.
	6. Travel Advance will be paid depending on the duration of travel.
	7. Travel Expense bills to be settled within 3 days from the date of arrival. Saryam will reimburse in 5 days on receipt of bills.
	8. Monthly Expense bills to be settled on or before 5th of every month. Saryam will reimburse in 5 days on receipt of bills.
	9. Breakfast will not be applicable for local travel
	10. Dinner may be claimed for local travel only if working hour exceeds beyond 19:30 hrs at site.
	11. Lunch may be claimed for local travel only if in case customer does not provide lunch at site.
	12. During outstation travel if any of the employees is willing to stay with friends / relatives or any other means, 50% lodging allowance may be claimed without bills.
	14. If any employee is returned from the business trip before 14.00 hrs in a day it is mandatory to report to work on the same day.
	15. It is mandatory to use train / road transport between 500 km range.