



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Personnel Out Door Duty

SOP No.:		Department:	HR	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	1 of 7	

1.0 OBJECTIVE:

To lay down a procedure for Personnel Out Door Duty.

2.0 SCOPE:

This SOP is applicable for all the employees of who have to go out side for company work purpose. Company vehicle is generally used for pick up & to drop the visitors from their destination places & vice versa.

3.0 RESPONSIBILITY:

Officer / Executive-Personnel & Administration.

4.0 ACCOUNTABILITY:

Head-Personnel & Administration.

5.0 ABBREVIATIONS:

IOM	Inter Office Memo
Km.	Kilo Meter
Ltd.	Limited
No.	Number
OD	Outdoor Duty
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 Arranging Vehicle for Visitors to Pick up & Drop or Vice Versa:

- 6.1.1 First of all prior information regarding arrangement of vehicle is given to Personnel & Administration department by the relevant department as per their requirement.
- 6.1.2 The information for arranging the vehicle can be given as verbal or written to Personnel & Administration department in which name of the visitor concern or Party as well as their time of arrival to pick up from their destination places to the company is mentioned.
- 6.1.3 After getting information regarding visit, the prior information is given to security as well as the driver & also one Personnel officer is deputed on duty to receive them.
- 6.1.4 An individual Outdoor duty slip shall be filled up by driver as per **Annexure-I**, Titled “**Out Door Duty Slip**”.
- 6.1.5 Then this Out Door slip is forwarded to security at the time of departure for keeping record in **Annexure-IV**, Titled “**Out Door Movement Record**” the register maintained by the security.
- 6.1.6 Out Door slips of each day forwarded to Personnel & Administration Department for time office record.

6.2 Personnel Out Door Duty for Official Purpose / Visit:



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- 6.2.1** First of all prior information regarding arrangement of vehicle is given to Personnel & Administration Department by the relevant department as per their requirement.
- 6.2.2** The information for arranging the vehicle can be given as verbal or written to Personnel & Administration Department.
- 6.2.3** An individual 'Out Door Duty Slip' (white colour slip) shall be filled by deputed employee in **Annexure-I** (Except Subsidiary) and 'Out Door Duty Slip for subsidiary' (yellow colour slip) shall be filled by deputed employee in **Annexure-III**, Titled "**Out Door Duty Slip for Subsidiary**".
- 6.2.4** Then this Out Door slip is forwarded to security at the time of departure for keeping record in **Annexure-IV** the register maintained by the security.
- 6.2.5** Out Door slips of each day forwarded to Personnel & Administration Department for time office record.
- 6.2.6** In case of petrol / Diesel is purchased by the driver or Employee for the Out Door, he shall be submit the bill (as per **Annexure-II**) to the Personnel & Administration Department and receive the payment for Conveyance.
- 6.2.7** In case employee is going for Out Door by other Conveyance or own Conveyance, he can submit the bill and receive the payment for Conveyance.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Out Door Duty Slip	
Annexure-II	Conveyance Bill Form	
Annexure-III	Out Door Duty Slip For Subsidiary	
Annexure-IV	Out Door Movement Record	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head HR
- Controlled Copy No. 02 Head Production
- Controlled Copy No. 07 Head Warehouse
- Controlled Copy No. 08 Head Engineering
- Controlled Copy No. 09 Head Quality Control
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable



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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



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ANNEXURE-I



PHARMA DEVILS

HR DEPARTMENT

OUT DOOR DUTY SLIP

Control No.: _____

Date: _____

E. Code: _____

Name: _____

Department: _____

Designation: _____

Destination: _____

Purpose of Visit: _____

Approx Date/Time of Return: _____

Authorized By: _____

Departure Date: _____ Time: _____

(Signature of Employee)

(Signature of Head of Dept.)

Arrival Date: _____

Time: _____

(Signature of Personnel Dept.)

(Signature of Head of Dept.)

Note: Out Door Duty Slip print in White colour



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ANNEXURE-II



PHARMA DEVILS

HR DEPARTMENT

CONVEYANCE BILL FORM

Date : _____

Employee Name : _____

Vehicle No. : _____

Destination / Purpose : _____

Meter Reading In : _____

Meter Reading Out : _____

Distance Cover : _____ Km.

Fare

A) Four Wheeler : _____ Km. @

B) Two Wheeler : _____ Km. @

Amount : _____

In Words : _____

Security Stamp & Date

Candidate Signature

Approved By (Sign & Date)



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ANNEXURE-III



PHARMA DEVILS

HR DEPARTMENT

OUT DOOR DUTY SLIP FOR SUBSIDIARY

Code No.:	Date:
Employee Name & Code:	
Department:	
Purpose of Visit:	
Subsidiary Name:	
Authorized By:	
Employee Signature	(Authorized By) Signature
SECURITY	
Out Time:	In Time:
Sign of Security	Sign of Security
Code No.	Code No.
SUBSIDIARY NAME	
Arrival Time:	Departure Time:
Sign of Security	Sign of Security
Code No.	Code No.

Note: Out Door Duty Slip for Subsidiary print in yellow colour.

