



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Shifts and Working Time	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 PURPOSE

To define a procedure for shifts and working time.

2.0 SCOPE

2.1 This procedure applies to all employees and temporary workman's working at

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

3.1.1 In-house

3.2 Attachments

3.2.1 Nil

4.0 DEFINITION & ABBREVIATION(S)

4.1 Definitions

4.1.1 Nil

4.2 Abbreviations

4.2.1 HR: Human Resource

5.0 RESPONSIBILITY:

5.1 HR/ Security Department:

5.1.1 To monitor the entry and exit timings of all employees and temporary workmen.

5.2 Quality Assurance Head:

5.2.1 To ensure implementation of the defined procedure.

5.3 Plant Head:

5.3.1 To ensure implementation of the defined procedure.

6.0 Distribution:

I. Human Resource



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration

SOP No.:

Title: Shifts and Working Time

Effective Date:

Supersedes: Nil

Review Date:

Issue Date:

Page No.:

II. Security

7.0 PROCEDURE:

7.1 The shifts and working times for all employees and temporary workmen will be as listed below:

Shift Timings:

I st Shift	-	07:00 hrs to 15:30 hrs
II nd Shift	-	15:00 hrs to 23:30 hrs
III rd Shift	-	23:00 hrs to 07:30 hrs
General Shift	-	09:00 hrs to 17:30 hrs

7.2 Working time shall be calculated by electronic attendance system (Biometric system).

7.3 Lunch/ dinner break timing shall be as follows.

Shift	*Lunch/ Dinner Time
I st	11:00 hrs to 11:30 hrs
General	13:00 hrs to 13:30 hrs
II nd	20:00 hrs to 20:30 hrs

***Note:** Approximate 30 minutes is allowed for lunch/ dinner to employees/ individuals.

7.4 In a month an employee is entitled for late entry by 1 hour for two times only.

7.5 In a month an employee is entitled for early exit by 1 hour for two times only.

7.6 If he/ she enters late or exits early for three times in a month then only half day working will be considered on the said working day and calculated by biometric attendance system.

8.0 REVISION HISTORY

Version No.	00	Effective Date	
Details of revision: New SOP Prepared			