

1	A copy of the Biometric Attendance Recording System (BARS) guidelines for employees pertaining to entry and exit punch times	Scheduled official time for registering biometric attendance as per below across all locations of STC: a. Entry time : 'on or before 09:30 AM'; and b. Exit time : 'on or after 05:30 PM'
2	Information regarding the number of grace periods are allocated to employees for late arrivals and early exits	(a) An employee on a particular day can either come to office one hour late or can go from office one hour early against the scheduled time, for two times in a calendar month. (b) Upto ten times in a calendar month, an employee can come late between 09:30 A.M. and 09:45 A.M., but has to leave office 'on or after 05:45 P.M.' only on the same day.
3	If BARS is implemented with flexi-time attendance, a copy of the flexi time attendance policy	Not applicable

4	Details on the number of flexi time minute credits granted to employees in their HRMS per month	Not applicable
5	The process by which employees can utilise flexi time minutes to offset late arrivals all early departures	Not applicable
6	Any limitations or restrictions on the use of flexi time minute credits by employees	Not applicable
7	The number of flexi time minute credits offered per month to employees in the PSU under your ministry	Not applicable
8	Information on whether an employee can utilise their entire flexi time credit balance at once, subject to approval from their head of department	Not applicable