**Gate Pass Procedure for Supervisor ,Driver , Driver and other staff in Kronos System**

**1-Required Documents for New ID Creation Request-**

* Contractor Master template
* Supervisor Import
* SO/WO Copy original
* Work Order Import
* EPF Code allotment letter
* ESI Code allotment letter
* Labor License copy original (If Applicable)
* EC/WC copy original (If Applicable)

**2-Reason of EP Cancellation/Termination/Inactive-**

**A. Work Order Validity**

**B. Labor License Validity**

**C. WC/EC (Workmen Compensation) Validity**

**Required Documents for renewal of EP (Entry Pass)-**

**A.** **Work Order Validity :**-

1) Contractor Master template

2) SO/WO copy (original)

3) Work Order Import (from SAP)

**B. Labor License Validity :-**

 1) Contractor Master template

 2) Labor License copy (Original)

**C. WC/EC (Workmen Compensation) Validity :-**

1) Contractor Master template

 2) WC/EC Policy copy (original)

**Required Documents for Data Import of each Workmen (Mandatory)-**

1. Aadhar card – PDF format
2. Vaccination certificate  (final)- PDF format
3. Medical checkup report (recommended form-21)- PDF format
4. Police verification - PDF format
5. Photograph (Passport size) – JPG format
6. EPF code of workmen (22 digit no.)
7. ESIC no. of workmen (10 digit no.)
8. UAN no. (12 digit no.)