

CIRCULAR

TO
ALL CONCERN

Sub: Flexi-Timing Facility

We are pleased to inform you that, we are going to introduce Flexi-Timing facility w.e.f 14/08/2017. Employees can come within 1 hour of the start time, however he/she must complete their required no. of hours as per his/her shift timings every day.

Current Timings are as given below:

- 1.) 8:30 am – 6:00 pm, for RTC, IMC & Quality Department.
- 2.) 9:00 am – 5:30 pm, for Other Departments.

An employee whose shift starts at 8:30 am can come up to 9:30 am. If an employee comes at 9:30 am, he/she has to work up to 7:00 pm to complete his no. of hours.

Similarly, an employee whose shift starts at 9:00 am can come up to 10:00 am. If an employee comes at 10:00 am, he/she has to work up to 6:30 pm to complete his no. of hours.

Late coming after the above-mentioned timings, will directly mark as Half Day Leave from the leave balance. If there will be no leave balance, it will be consider as Loss of Pay.

Employees are expected to adhere to office timings. We need your cooperation on this and make the working environment healthy to work on.

Note: - The management reserves all right to append, modify, withdraw any part or complete policy at any time with prior notice.

Yours truly,

Authorized Signatory

