

Gajanan Dhole

From: Onkar Deshpande
Sent: 08 May 2023 15:58
To: Gajanan Dhole; Sanjay Bohare; Gajanan Kulkarni
Subject: FW: Circular for Change in working hours

Importance: High

FYI

From: Onkar Deshpande <onkard@expertgs.com>
Sent: Tuesday, July 3, 2018 10:57 AM
To: 'onkard@expertgs.com' <onkard@expertgs.com>
Cc: 'Mukund Kulkarni' <mukundk@expertgs.com>; 'Prashant Deshpande' <prashantd@expertgs.com>
Subject: Circular for Change in working hours
Importance: High

Dear Team,

In view of improving 'work life balance', it has been decided to change daily working hours for all employees of Expert Global Solutions Pvt. Ltd. w.e.f. 4th July'18.

Revised shift schedule for all departments is given below:

General Shift:

DSG Department: 8:30 am to 5:30 pm (Weekly off – Saturday & Sunday)

ESG, HR & Administration Department: 9:00am to 6:00pm (Weekly off – Saturday & Sunday)

Accounts Department: 9:30am to 6:00pm (2nd, 4th & 5th Saturday & Every Sunday)

IT Support: 7:00am to 3:30pm & 3:30pm to 12:00 midnight (2nd, 4th & 5th Saturday & Every Sunday)

First Shift & Second shift of ESG Department (Weekly off – Saturday & Sunday)

6:30am to 3:30pm,

3.30 pm to 12:30 am.

Due to change in working hours, lunch time has been reduced from one hour to thirty minutes, there is no change in two tea breaks of 15 minutes each.

This will help employees to spend less hours in the office without compromising effective working hours. Thus, spare time can be spent with family & friends.

All are requested to note this change and follow shift timings very strictly & it is responsibility of everyone to ensure that effective working hours (i.e. 8 hours per day) are not compromised.

Note: (i) In view of work priority, concerned reporting authority reserves rights to ask selective team members to work beyond above mentioned shift timings.

(ii) The team members may have to work beyond these working hours on their own, depending on the work load and urgency of the work

Thanks & Regards,
Onkar Deshpande



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