

Circular

Date:22-12-2020

FACTORY WORKING HOURS

KEP working hours are flexible and work friendly. Keeping in view of the employees welfare
KEP has framed very comfortable working hours and working environment.

Factory:

KEP Working week is consisting of 6days starting from Tuesday to Sunday.

Working hours are	:	09:00a.m to 05:30p.m
Lunch hour	:	01:00p.m to 01:30p.m
Tea Break	:	11:00a.m to 11:10a.m and 04:00p.m to 04:10p.m

Authorized Local and National holidays have been declared as holidays and the list of holidays
of KEP is with HR.

NOTE: Lunch hour 01:00p.m – 01:30p.m to be maintained strictly.

Late Arrivals:

Employees must follow department call-in procedures to notify the department about the
reason for the lateness and expected arrival time. Any Employee's coming late by more than
office time; except 4 times in a month, will be marked as absent for half the working day and
salary will be deducted for the subsequent period, as and when required by the employer,
employee should work beyond working hours for the betterment of the organization.

For KEP Engineering Services Pvt Ltd


Krishnaveni

HR Department

