

Ref: Memo/HRD/YR/SNo.

Date:

Subject: OFFICE TIMINGS

Dear All

This memo is in reference to the working days applicable to all our regional staffs based at (Location ) offices.

The office timings will be followed as stated below -

Particulars	Department
Working Timings	0830am --- 0530pm
Working Days	Monday to Friday
Week Offs	All Saturdays & Sundays
Daily Window for arrival	15 minutes
Late comings	3 consecutive late recorded in a month will result in half day leave deduction in the same month
Departure	depends on the urgency / requirement to accomplish the assignment / Project
Short Leaves of Two Hours	Twice in a month , not carry forward
Biometric report	Missing swipes / manual entry shall cause deduction of full day PL leave

All the employees are requested to follow the above stated TIMINGS EFFECTIVE .....

Wholehearted cooperation of all the concerns are invited for creating a disciplined environment.

Regards,

Administration Head