

Office Timings

Office timings shall remain the same for all the staff in the organization unless the change in the time has been specified in the appointment letter.

Shift Timings:

Monday to Friday	09:00 AM – 06.30 PM
Working Saturday	09:00 AM – 01.00 PM

Flexible IN Time:

Monday to Friday	08.30 AM - 10.00 AM
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Lunch Break:

Monday to Friday	01.00 PM - 02.00 PM
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Note:

- Staff members are supposed to complete the assigned task on time. If necessary they will have to put extra efforts to finish the given task on time.
- There will be **NO Flexible IN Time on Working Saturday**.
- There is no lunch break on Working Saturday.
- For any staff coming earlier than 08.30 AM, it is mandated to be present in office till 06.00 PM.
- It is **Mandatory** for every staff has to complete
 - **Monday to Friday : Gross Hours : 09 Hours & 30 Minutes**
(<https://prnt.sc/1eHpCRS1hSGk>)
 - **Working Saturday: Gross Hours : 04 Hours**