

## Company Policies

- Office Time 10:00 A.M to 07:00 P.M.
- Lunch Time 02:00 P.M. to 02:45 P.M.
- Half Day timing is 02:45 P.M.
- Keep your desk clean as tidy desk keeps tidy mind.
- Office assets are used only for the office purpose you are not supposed to take at home.
- Do not damage office assets.
- Without permission you are not supposed to use any kind of external devices in the office premises like pendrive, hard disk etc.
- All the data related to the office is to be keep confidential for the whole life. If you leaked our data or upload it to your email Id in that case we are liable to take legal action against you.
- Make assure that before you left the desk your screen should be locked.
- Make sure that you are maintaining your daily work plans & email it to your concern person.
- Daily reporting is done through the mail.
- Sandwich Rule is applicable i.e. if there is a off on Wednesday and you are not coming on Tuesday & Thursday so in that case Sandwich rule is applicable and you are marked as 3 days leave.
- You will get 12 paid leaves i.e. 1 for each month & leaves will be lapse after a year (calendar year).
- For planned leaves intimate us before 8 days by email.



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Vijaynagar, Indore (M.P.)

- If you are on leave for more than 2 times without intimation then we are liable to fire you.
- Salary is reflected on your bank account in between 15<sup>th</sup> to 20<sup>th</sup> of every month.
- Salary is calculated on the basis of biometric punching.
- If anyone come in between 10:30 A.M. to 10:45 A.M. in **two** consecutive days then his/her half day will be consider and salary will be deducted.
- Do not use abusing words in the office premises or engage in any type of conversation which hurts anyone sentiments/feelings.
- Notice period is of 1 month, if you are serving notice period less than 1 month in that case we are not going to provide you any kind of documents and your salary will be on hold.
- In between notice period, you are not liable to take leaves if you are taking leaves in that case your notice period is extended as many leaves you are taking.

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**Address:-** 323, Shagun Tower, Vijaynagar, Indore

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## Official Leave Calendar for the year 2020

Date	No. of Holidays	Holidays Name
1/1/2020	1	New year
26/01/2020	1	Republic day
10/3/2020	1	Holi
13/03/2020	1	Rangpanchmi
15/08/2020	1	Independence day
3/8/2020	1	Rakshabandhan
2/10/2020	1	Gandhi Jayanti
25/10/2020	1	Dusshera
13 to 16/11/2020	4	Diwali
25/12/2020	1	Christmas
Total Leaves	<b>13</b>	