

## **General Administrative Procedures**

### **1.1 Working Days / Weekly Offs / Attendance**

- 1.2 Employees based in Head Office, Mumbai will work for 5 (Days) in a week i.e. from Monday to Friday. Those based at Client Project Sites will be intimated of the working days at the time of deployment to the respective projects.
- 1.2 The notified company hours in Head Office (Mumbai) are from 9.00 am to 6.00 pm while at Client Project Sites, the timings will be as notified by the respective Project Manager.
- 1.3 Office timing and working hours will be governed by the “Attendance and Working Hours Policy” of the company.
- 1.7 All Employees going outside office premises for official work will have to submit Staff On Duty /Outgoing email Approved by his/her superior to the HR Department. HR Department will record the employee's attendance for such duration. Failure to submit the Outgoing slip, Human Resource Department will mark the employee as absent from Duty.
- 1.8 It would be the responsibility of the Departmental Head and the employees to maintain the discipline while observing the working hours. Unauthorized Absence, poor attendance record and frequent late coming without any proper explanation will be considered as indiscipline. The Management reserves the right to take any action against the employees on this account.

### **2.1 Company Holidays**

- 2.2 Company Holidays List will be released by HR Department in the month of December for the ensuing calendar year and will be applicable to all Employees of The Company.

### **3.1 Working on Weekly off and Company Holidays**

- 3.2 All those attending office during weekly off or Company holidays, need to punch their card or sign on attendance register with appropriate in and out timing.

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**End of Document**

**For HIGHBAR TECHNOCRAT LTD.**



**Arijit Dey  
HR - Head**