**Agenda for Management Review Meeting**

## To: Director & All Departments HODs

Please be advised that Management Review Meeting will be held as detailed below:

Place: S&B Food Product – Head Office

The agenda items for the Management Review meeting will be as below:

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| * + 1. **Management review inputs**  1. Office Time:  * Female Office Staff 10:00 – 06:00 * Male Office Staff 10:00 – 07:00 * Grinding Staff 10:00 – 08:00 * Signature and In/Out time at attendance sheet. * Relaxation time 15 minutes. After 15 minutes it will be considered late. * One attendance will be deducted every 3 lates. * Late hours working will be charged as overtime  1. 12 CL and 8 EL (20 leaves) are allowed in a year.   More than allowed leaves will cause to deduction of Salary.  Remaining leaves can be availed in the offseason or enjoyed as encashment as per company policy.  Convey information for planned leave prior to Admin. In casual case it can be informed by text, call or verbal communication.  Leave Request Form will be filled on prior/next day.  Short Leave Gate Pass Form will be filled for short leave.   1. Office Decorum: Maintain official atmosphere i.e. setting, cleaning, well dressing, hanging close tag when you’re not on the seat.   Switch off all electrical equipments and lock office before leaving the office.   1. Lunch & Tea:  * Management & Guest 1:30 to 2:00 * Office Staff 2:00 to 3:00 * All staff is allowed tea two time a day. * The guests are allowed tea/refreshment, later on fill the Guest Refreshment Slip.  1. Kitchen: No entry for unauthorized persons. 2. Loan / Advance can be enjoyed through proper channel, Loan/Advance Request Form filling proceeding. 3. Store: Anything needed or get through Store Requisition Slip. 4. Security System: Proper check and balance at incoming and outgoing. |

Signed by MR: Date: