

Policy Circular

December 1, 2008

Reg.: Asset (s)

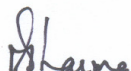
Dear All,

The following has been decided as a Policy :

- (a) No mobile phones will be issued to staff members in future. No replacements will be provided for mobile phones with the existing users.
- (b) In case of loss/damage of already issued company assets including laptops, data cards, mobile phones etc., concerned staff will be required to write a statement describing the circumstances under which the loss/damage was caused. In the case of loss/damage due to negligence of the staff, penal action will be taken in the form of non-payment of bonus (if any, is announced) for the half/whole year.

This policy will come into effect retroactively from November 01, 2008

Best regards



(Manoj Sharma)

Deputy Programme Director

CC:

Mr Graham A. N. Wright, Programme Director

Mr Vijay Bhargava, Consultant

Mr Manish Mehrotra, Manager-Admin.

Mr Vishrant Shukla, Manager Finance

Ms. Jyoti Shrivastava, HR Officer