**AS IS ANALYSIS OF GROUP WIDE LEAVE & ATTENDANCE SYSTEMS**

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| **Description** | **Swarnamahal Jewellers** | **SFS** | **EBC TV** | **EBC Radio** | **Hotel**  **Sapphire** | **Concord**  **Grand** | **EAP**  **Holdings** | **Swarna**  **Solutions** | **ETI**  **Finance** | **EAP Films &Theatres**  **(Pvt) Ltd** |
| **Reporting**  **Time** | General Shift  8.30 a.m. to 5.30 p.m. | General Shift  8.30 a.m. to 5.30 p.m. | General Shift  8.15 a.m. to 5.30 p.m. | General Shift  8.30 a.m. to 6.00 p.m.  Sat.day & Sunday:  Day OFF | General Shift  8.00 a.m. to 5.00 p.m.  Sat. day 8.00a.m. to 1.00 p.m.  Sunday:  Day OFF | General Shift  8.00 a.m. to 5.00 p.m.  Sat. day 8.00a.m. to 1.00 p.m.  Sunday: Day OFF | General Shift  8.30 a.m. to 5.00 p.m.  Sat.day :  Day OFF  Sunday: Day OFF | General Shift  8.30 a.m. to 5.00 p.m.  Sat.day :  Day OFF  Sunday: Day OFF | General Shift  8.30 a.m. to 5.00 p.m.  Sat.day 8.30a.m. to 4.30 p.m.  (Pawning Centers, Investments ,  Some other  divisions)  Sunday:  Day OFF | General Shift  8.30 a.m. to 5.30 p.m. |
| **Shifts** | 1) House  Keeping  Staff  7.00 a.m. to  5.00 p.m.  2) Branches  9.00 a.m. to  7.00 p.m.  **\*\*\* NOTE:**  For an urgent matter back office staff has to work on  Saturday | **Weekends**  1) Sat.day  8.30 a.m. to  1.00 p.m.    2) Sunday  8.30 a.m. to  1.00 p.m.  3) Sat.day  8.30 a.m. to  5.00 p.m.  4) House-  Keeping  Staff  7.00 a.m. to  5.00 p.m. | Rosters are different from  division to  division  Please refer  the table :  "SHIFTS AT EBC - TV” | Rosters are different from  division to  division  Please refer  the table :  "SHIFTS AT  EBC - RADIO” | Please refer  the table :  "SHIFTS AT HOTEL SAPPHIRE” | Please  refer  the table :  "SHIFTS AT CONCORD GRAND" | General Shift  General Shift | General Shift  General Shift | General Shift  General Shift | Rosters are different from  Theatre to Theatre  Please refer  the table :  "SHIFTS AT FILMS &THEATRES” |
| **Type of the**  **System** | In-House  HRIS | In-House  HRIS | In-House  developed  system | A system  named as  “E-Times” | No | No | In-House HRIS | | | In-House  HRIS |
| **Attendance**  **Marking** | Finger Scanner Machine | Finger Scanner Machine | Finger Scanner Machine  (Except  Transmission  Officers) | Finger Scanner Machine | 1)Executives,  Junior  Executives  &Trainees  mark their  attendance  by using a  manual  register  2) Non-  Executives  mark their  attendance  by using  Finger  Scanner  Machine | Manual  Attendance  Register | Finger Scanner Machine | Finger Scanner Machine | Finger Scanner Machine | Manual Attendance  Register  &  Updated  it to the  system |
| **No. of Finger Scanner Machines** | 17  Machines | 17 Machines | 01  Machine | 01  Machine | 02 Machines | NIL | 01 Machine | | 49  Machines | NIL |
| **No. of Locations** | Centralized to SMJ H/O | Centralized to SFS H/O | 01 Location  EBC -TV | 01 Location  EBC -Radio | 01 Location  "Hotel Sapphire" | NIL | Located at  "EAP Holdings Ltd" H/O | | 47- Branches  02 – ETI  H/O  (Centralized to ETI H/O) | NIL |
| **Leave Application** | Online Leave  Applications | Manual Leave Applications | Manual Leave Applications | Manual Leave Applications | Manual Leave Applications | Manual Leave Applications | Manual Leave Applications | Manual Leave Applications | Manual Leave Applications | Manual Leave Applications |
| **Details of Leave**  **Applications**  **Details of Leave**  **Applications** | 1) Each and  every  employee  has an  unique  **"User**  **Name"**&  **"Password"**  2) At an any  given time  HR Officer  &  employees  can view the  details of  their leave  applications  and its  balance.  3) Human  Resource  Officer can  view  employee's  information,  Number of  Leave,  Reason for  the leave,  Type of the  leave,  Worked  covered by,  Division,  No. Of  requests,  etc. | Manual Leave Applications  updated to the  system | Manual Leave Applications  updated to the  system | Manual Leave Applications  updated to the  system | Not in a System  (Updated it  to an excel sheet) | Not in a System  (Updated it  to an excel sheet) | Manual Leave Applications  updated to the  system | Manual Leave Applications  updated to the  system | Manual Leave Applications  updated to the  system | Manual Leave Applications  updated to the  system |
| **Details of Employees Personal Information** | 1) Manual  Personal  Files  2) Updated  Personal  Info. of  employee's  by using  HRIS –  Employee  Management  System  (EMS) | 1) Manual  Personal  Files  2) Updated  Personal  Info. of  employees  to the  system | 1) Manual  Personal  Files  2) Updated  Personal  Info. of  employees  to the  system | 1) Manual  Personal  Files  2)Updated  Personal  Info. of  employees  to the  system | Manual Personal Files | Manual Personal Files | 1) Manual  Personal  Files  2) Updated  Personal  Info. of  employees  to the  system | 1) Manual  Personal  Files  2) Updated  Personal  Info. of  employees  to the  system | 1) Manual  Personal  Files  2) Updated  Personal  Info. of  employees  to the  system | 1) Manual  Personal  Files  2) Updated  Personal  Info. of  employees  to the  system |

**SHIFTS AT "HOTEL SAPPHIRE"**

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| **DIVISION** | **ROSTERS** |
| **1) MAIN KITCHEN** | MORNING - 6.00 a.m. to 3.00 p.m.  EVENING - 3.00 p.m.to 11.30 p.m.  A - 7.00 a.m. to 4.00 p.m.  B - 7.30 p.m. to 4.30 p.m.  C - 8.00 a.m. to 5.00 p.m. |
| **2) MAINTENANCE DEPT.** | SHIFT 1 - 8.00 a.m. to 5.00 p.m.  SHIFT 2 - 7.00 a.m. to 1.00 p.m.  SHIFT 3 - 3.00 p.m. to 6.00 p.m.  SHIFT A - 7.00 a.m.to 4.00 p.m.  SHIFT B - 9.00 a.m. to 6.00 p.m. |
| **3) FRONT OFFICE DUTY** | CASHIER - 8.30 a.m. to 5.30 p.m.  TELEPHONE  OPERATOR - 8.00 a.m. to 5.00 p.m.  FRONT OFFICE - 9.00 a.m. to 6.00 p.m.  EXECUTIVE  REC/CASHIER - 12.00 Noon to 9.00 p.m.  01.00 p.m. to 10.00 p.m.  NIGHT SHIFT - 7.00 p.m. to 7.00 a.m.  DOOR MEN - 7.00 a.m. to 4.00 p.m.  3.30 p.m. to 12.30 a.m. |
| **4) BAR KITCHEN** | MORNING - 7.00 a.m. to 4.00 p.m.  EVENING - 4.00 p.m. to 12.00 Mid Night (MN)  EVENING (HALF DAY) - 7.30 p.m. to12.00 MN |
| **5) SALES &RESERVATIONS** | SHIFT 1 - 8.30 a.m. to 5.30 p.m.  SHIFT 2 - 8.00 a.m. to 5.00 p.m.  HALF DAY – 8.00 a.m. to 1.00 p.m. |
| **6) BANQUET** | SHIFT 1 – 6.00 a.m. to 3.00 p.m.  SHIFT 2 – 7.30 a.m. to 4.30 p.m.  MORNING – 6.30 a.m. to 3.30 p.m.  EVENING – 3.00 p.m. to 11.30 p.m. |
| **7) TOPAZ BAR** | MORNING - 8.00 a.m. to 5.00 p.m.  EVENING - 3.00 p.m. to 12.00 MN  EVENING HALF DAY - 6.00 p.m. to 11.00 p.m. |
| **8) CHINESE RESTAURANT** | MORNING SHIFT – 6.00 a.m. to 3.00 p.m.  EVENING SHIFT – 3.00 p.m. to 11.30 p.m. |
| **9) EXECUTIVES** | GENERAL SHIFT - 8.00 a.m. to 5.00 p.m.  SAT.DAY - 8.00 a.m. to 1.00 p.m.  SUNDAY - DAY OFF |
| **10) HOUSE KEEPING** | MORNING SHIFT - 7.30 a.m. to 4.30 p.m.  EVENING SHIFT - 3.00 p.m. to 11.00 p.m. |
| **11) HOUSE KEEPING GENERAL**  **HELPERS** | MORNING SHIFT 1 – 7.00 a.m. to 4.00 p.m.  MORNING SHIFT 2 – 6.00 a.m. to 3.00 p.m.  EVENING SHIFT – 3.00 p.m. to 11.00 p.m.  HALF DAY – 7.00 a.m. to 12.00 noon |

**SHIFTS AT "CONCORD GRAND HOTEL"**

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| **DIVISION** | **ROSTERS** |
| **1) GRAND KITCHEN** | MORNING - 6.00 a.m. to 3.00 p.m.  EVENING - 2.30 p.m. to 11.00 p.m. |
| **2) RESTAURANT &BAR** | SHIFT 1 – 6.00 a.m. to 3.00 p.m.  SHIFT 2 – 3.00 p.m. to 12.00 MN  HALF DAY – 6.00 a.m. to 11.00 a.m. |
| **3) FRONT OFFICE ROSTER** | MORNING - 07.00 a.m. to 4.00 p.m.  EVENING - 03.00 p.m. to 12.00 MN  NIGHT - 11.00 p.m. To 08.00 a.m. |
| **4) HOUSEKEEPING** | MORNING – 7.00 a.m. to 4.00 p.m.  EVENING – 1.00 p.m. to 10.00 p.m.  NIGHT – 10.00 p.m. to 7.00 a.m.  LINEN ROOM – 7.30 a.m. to 4.30 p.m. |
| **5) MAINTENANCE** | SHIFT 1 - 8.00 a.m. to 5.00 p.m.  SHIFT 2 - 6.00 a.m. to 3.00 p.m.  SHIFT 3 - 3.00 p.m. to 12.00 MN  SHIFT 4 - 7.00 a.m. to 4.00 p.m.  Half Day - 6.00 a.m. to 11.00 a.m.  Half Day - 8.00 a.m. to 1.00 p.m.  Half Day - 3.00 p.m. to 8.00 p.m. |
| **6) STORES** | SHIFT – 8.00 a.m. to 5.00 p.m. |
| **7) ACCOUNTS DIVISION** | GENERAL SHIFT - 8.00 a.m. to 5.00 p.m.  SAT.DAY - 8.00 a.m. to 1.00 p.m.  SUNDAY - DAY OFF |

**SHIFTS AT “EAP FILMS & THEATRES (PVT) LTD”**

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| **CINEMA** | **ROSTERS** |
| **1) SAVOY (3D)** | |
| Manager | Monday - 9.30 a.m. to 9.00 p.m.  Tuesday - 9.30 a.m. to 9.00 p.m.  Wednesday - DAY OFF  Thursday - 9.30 a.m. to 9.00 p.m.  Friday - 9.30 a.m. to 9.00 p.m.  Saturday - 9.30 a.m. to 9.00 p.m.  Sunday - 9.30 a.m. to 9.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday SHIFT 1 - 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.00 a.m. to 9.30 p.m.  Tuesday SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.00 a.m. to 8.30 p.m.  Wednesday SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.00 a.m. to 9.00 p.m.  SHIFT 3 – 9.30 a.m. to 8.30 p.m.  Thursday SHIFT 1 – 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 9.00 a.m. to 9.00 p.m.  Friday SHIFT 1 – 9.00 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.  Saturday SHIFT 1 - 9.00 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  SHIFT 3 – 9.30a.m. to 8.30 p.m.  Sunday SHIFT 1 – 9.30 a.m. to 10.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  SHIFT 3 - 9.00 a.m. to 9.00 p.m. |
| Technical Division | Monday SHIFT 1 - 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 10.00 p.m.  Tuesday SHIFT 1 - 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  Wednesday SHIFT 1 – 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m.    Thursday SHIFT 1 – 9.30 a.m. to 10.00 p.m.    Friday SHIFT 1 – 9.30 a.m. to 10.00 p.m.  SHIFT 2 - 9.30 a.m. to 6.30 p.m.    Saturday SHIFT 1 - 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m.  SHIFT 3 – 9.30a.m. to 9.00 p.m.  Sunday SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 10.00 p.m.  SHIFT 3 - 9.30 a.m. to 9.00 p.m. |
| Sales Division | Monday SHIFT 1 - 9.30 a.m. to 8.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  Tuesday SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m.  Wednesday SHIFT 1 – 9.30 a.m. to 9.30 p.m.    Thursday SHIFT 1 – 9.30 a.m. to 9.30 p.m.    Friday SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 - 9.30 a.m. to 8.30 p.m.  Saturday SHIFT 1 - 9.30 a.m. to 8.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  Sunday SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m. |
| Customer Care Division | Monday SHIFT 1 – 8.30 a.m. to 11.00 p.m.  SHIFT 2 – 8.00 a.m. to 9.00 p.m.  Tuesday SHIFT 1 – 8.00 a.m. to 11.00 p.m.  SHIFT 2 – 8.30 a.m. to 11.00 p.m.  Wednesday SHIFT 1 – 8.00 a.m. to 11.00 p.m.  SHIFT 2 – 8.30 a.m. to 11.00 p.m.    Thursday SHIFT 1 – 8.00 a.m. to 11.00 p.m.  SHIFT 2 – 8.30 a.m. to 11.00 p.m.    Friday SHIFT 1 – 8.00 a.m. to 9.00 p.m.  SHIFT 2 - 8.30 a.m. to 11.00 p.m.  Saturday SHIFT 1 – 8.00 a.m. to 11.00 p.m.  SHIFT 2 – 8.30 a.m. to 11.00 p.m.  Sunday SHIFT 1 – 8.30 a.m. to 11.00 p.m.  SHIFT 2 – 8.00 a.m. to 11.00 p.m. |
| **2) SINEXPO CINEMA – KURUNEGALA** | |
| Manager | Monday - 9.30 a.m. to 8.00 p.m.  Tuesday - 9.30 a.m. to 8.00 p.m.  Wednesday - DAY OFF  Thursday - 9.30 a.m. to 8.00 p.m.  Friday - 9.30 a.m. to 8.00 p.m.  Saturday - 9.30 a.m. to 8.00 p.m.  Sunday - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday SHIFT - 9.00 a.m. to 8.30 p.m.  Tuesday SHIFT – 9.00 a.m. to 8.30 p.m.  Wednesday SHIFT – 9.00 a.m. to 8.30 p.m.  Thursday SHIFT – 9.00 a.m. to 8.30 p.m.  Friday DAY OFF  Saturday SHIFT - 9.00 a.m. to 8.30 p.m.  Sunday SHIFT – 9.00 a.m. to 8.30 p.m. |
| Technical Division | Monday SHIFT - 9.00 a.m. to 9.00 p.m.  Tuesday SHIFT 1 – 10.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.00 a.m. to 9.00 p.m.  SHIFT 3 – 9.00 a.m. to 6.00 p.m.  Wednesday SHIFT – 9.00 a.m. to 9.00 p.m.  Thursday SHIFT 1 - 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.00 a.m. to 6.00 p.m.  SHIFT 3 – 10.00 a.m. to 9.00 p.m.  Friday SHIFT – 9.00 a.m. to 9.00 p.m.  Saturday SHIFT 1 – 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 10.00 a.m. to 9.00 p.m.  SHIFT 3 – 9.00 a.m. to 6.00 p.m.  Sunday SHIFT 1 – 9.00 a.m. to 6.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  SHIFT 3 – 9.00 a.m. to 9.00 p.m. |
| Sales Division | Monday Day OFF  Tuesday SHIFT – 9.30 a.m. to 8.30 p.m.  Wednesday SHIFT – 9.30 a.m. to 8.30 p.m.  Thursday SHIFT - 9.30 a.m. to 8.30 p.m.  Friday SHIFT – 9.30 a.m. to 8.30 p.m.  Saturday SHIFT – 9.30 a.m. to 8.30 p.m.  Sunday SHIFT – 9.30 a.m. to 8.30 p.m. |
| Customer Care Division | Monday SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 - 8.00 a.m. to 8.00 p.m.  SHIFT 3 – 8.00 a.m. to 8.30 p.m.  Tuesday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.    Wednesday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.    Thursday SHIFT 1 - 8.00 a.m. to 8.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.    Friday SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.  SHIFT 3 – 8.00 a.m. to 8.00 p.m.  Saturday SHIFT 1 - 8.00 a.m. to 8.30 p.m.  SHIFT 2 - 8.00 a.m. to 7.00 p.m.  SHIFT 3 - 8.00 a.m. to 8.00 p.m.  Sunday SHIFT 1 - 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.00 p.m.  SHIFT 3 – 8.00 a.m. to 5.30 p.m. |
| **3) QUEENS CINEMA - GALLE** | |
| Manager | Monday - 9.30 a.m. to 8.00 p.m.  Tuesday - 9.30 a.m. to 8.00 p.m.  Wednesday - DAY OFF  Thursday - 9.30 a.m. to 8.00 p.m.  Friday - 9.30 a.m. to 8.00 p.m.  Saturday - 9.30 a.m. to 8.00 p.m.  Sunday - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday SHIFT - 9.30 a.m. to 9.00 p.m.  Tuesday DAY OFF  Wednesday SHIFT - 9.30 a.m. to 9.00 p.m.  Thursday SHIFT - 9.30 a.m. to 9.00 p.m.  Friday SHIFT - 9.30 a.m. to 9.00 p.m.  Saturday SHIFT - 9.30 a.m. to 9.00 p.m.  Sunday SHIFT - 9.30 a.m. to 9.00 p.m. |
| Technical Division | Monday SHIFT - 9.00 a.m. to 9.00 p.m.  Tuesday SHIFT 1 – 10.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.00 a.m. to 9.00 p.m.  SHIFT 3 – 9.00 a.m. to 6.00 p.m.  Wednesday SHIFT – 9.00 a.m. to 9.00 p.m.  Thursday SHIFT 1 - 9.00 a.m. to 6.00 p.m.  SHIFT 2 – 9.00 a.m. to 9.00 p.m.  SHIFT 3 – 10.00 a.m. to 9.00 p.m.  Friday SHIFT – 9.00 a.m. to 9.00 p.m.  Saturday SHIFT 1 – 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 2.00 p.m. to 9.00 p.m.  SHIFT 3 – 9.00 a.m. to 3.00 p.m.  Sunday SHIFT 1 – 10.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.00 a.m. to 6.00 p.m.  SHIFT 3 – 9.00 a.m. to 9.00 p.m. |
| Sales Division | Monday SHIFT - 9.30 a.m. to 9.00 p.m.  Tuesday SHIFT - 9.30 a.m. to 9.00 p.m.  Wednesday SHIFT - 9.30 a.m. to 9.00 p.m.  Thursday SHIFT - DAY OFF  Friday SHIFT – 9.30 a.m. to 9.00 p.m.  Saturday SHIFT – 9.30 a.m. to 9.00 p.m.  Sunday SHIFT – 9.30 a.m. to 9.00 p.m. |
| Customer Care Division | Monday SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 - 8.00 a.m. to 8.30 p.m.    Tuesday SHIFT – 8.00 a.m. to 8.30 p.m.    Wednesday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.  Thursday SHIFT – 8.00 a.m. to 8.30 p.m.    Friday SHIFT 1 – 8.00 a.m. to 7.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.  Saturday SHIFT 1 – 8.00 a.m. to 8.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.  Sunday SHIFT 1 - 8.00 a.m. to 8.30 p.m.  SHIFT 2 - 8.00 a.m. to 8.00 p.m. |
| **4) JOTHI CINEMA – RATHNAPURA** | |
| Manager | Monday - 9.30 a.m. to 8.00 p.m.  Tuesday - 9.30 a.m. to 8.00 p.m.  Wednesday - DAY OFF  Thursday - 9.30 a.m. to 8.00 p.m.  Friday - 9.30 a.m. to 8.00 p.m.  Saturday - 9.30 a.m. to 8.00 p.m.  Sunday - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday SHIFT - 9.00 a.m. to 8.30 p.m.  Tuesday DAY OFF  Wednesday SHIFT - 9.00 a.m. to 8.30 p.m.  Thursday SHIFT - 9.00 a.m. to 8.30 p.m.  Friday SHIFT - 9.00 a.m. to 8.30 p.m.  Saturday SHIFT - 9.00 a.m. to 8.30 p.m.  Sunday SHIFT – 9.00 a.m. to 8.30 p.m. |
| Technical Division | Monday SHIFT - 9.00 a.m. to 9.00 p.m.    Tuesday SHIFT 1 – 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 10.00 a.m. to 7.00 p.m.    Wednesday SHIFT 1 – 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 10.00 a.m. to 7.00 p.m.    Thursday SHIFT 1 - 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.00 a.m. to 9.00 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.  Friday SHIFT – 9.00 a.m. to 9.00 p.m.  Saturday SHIFT 1 – 9.30 a.m. to 3.30 p.m.  SHIFT 2 – 10.00 a.m. to 9.00 p.m.  SHIFT 3 – 9.00 a.m. to 9.00 p.m.  Sunday SHIFT 1 – 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 9.00 a.m. to 6.00 p.m.  SHIFT 3 – 9.00 a.m. to 9.00 p.m. |
| Sales Division | Monday SHIFT - 9.30 a.m. to 8.30 p.m.  Tuesday SHIFT - 9.30 a.m. to 8.30 p.m.  Wednesday SHIFT - 9.30 a.m. to 8.30 p.m.  Thursday SHIFT - 9.30 a.m. to 8.30 p.m.  Friday DAY OFF  Saturday SHIFT – 9.30 a.m. to 8.30 p.m.  Sunday SHIFT – 9.30 a.m. to 8.30 p.m. |
| Customer Care Division | Monday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 - 8.00 a.m. to 5.00 p.m.    Tuesday SHIFT – 8.00 a.m. to 8.30 p.m.    Wednesday SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.  Thursday SHIFT – 8.00 a.m. to 8.30 p.m.    Friday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.  Saturday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.00 p.m.  Sunday SHIFT 1 - 8.00 a.m. to 8.00 p.m.  SHIFT 2 - 8.00 a.m. to 8.30 p.m.  **DAILY SHOW TIME 10.30 A.M./2.30 P.M./6.30 P.M.** |
| **5) NIKADO CINEMA – KADAWATHA** | |
| Manager | Monday - 9.30 a.m. to 8.00 p.m.  Tuesday - 9.30 a.m. to 8.00 p.m.  Wednesday - DAY OFF  Thursday - 9.30 a.m. to 8.00 p.m.  Friday - 9.30 a.m. to 8.00 p.m.  Saturday - 9.30 a.m. to 8.00 p.m.  Sunday - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday DAY OFF  Tuesday SHIFT – 9.30 a.m. to 9.00 p.m.  Wednesday SHIFT - 9.30 a.m. to 9.00 p.m.  Thursday SHIFT - 9.30 a.m. to 9.00 p.m.  Friday SHIFT - 9.30 a.m. to 9.00 p.m.  Saturday SHIFT - 9.30 a.m. to 9.00 p.m.  Sunday SHIFT – 9.30 a.m. to 9.00 p.m. |
| Technical Division | Monday SHIFT - 9.00 a.m. to 9.00 p.m.    Tuesday SHIFT 1 – 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 10.00 a.m. to 7.00 p.m.    Wednesday SHIFT – 9.00 a.m. to 9.00 p.m.    Thursday SHIFT 1 – 10.00 a.m. to 7.00 p.m.  SHIFT 2 – 9.00 a.m. to 9.00 p.m.  Friday SHIFT – 9.00 a.m. to 9.00 p.m.  Saturday SHIFT 1 - 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 3.00 a.m. to 9.00 p.m.    Sunday SHIFT 1 – 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 10.00 a.m. to 7.00 p.m. |
| Sales Division | Monday SHIFT – 9.30 a.m. to 8.30 p.m.  Tuesday DAY OFF  Wednesday SHIFT - 9.30 a.m. to 8.30 p.m.  Thursday SHIFT - 9.30 a.m. to 8.30 p.m.  Friday SHIFT - 9.30 a.m. to 8.30 p.m.  Saturday SHIFT - 9.30 a.m. to 8.30 p.m.  Sunday SHIFT – 9.30 a.m. to 8.30 p.m. |
| Customer Care Division | Monday SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 - 8.00 a.m. to 8.30 p.m.    Tuesday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 - 8.00 a.m. to 5.00 p.m.  Wednesday SHIFT – 8.00 a.m. to 8.30 p.m.    Thursday SHIFT – 8.00 a.m. to 8.30 p.m.  Friday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.  Saturday SHIFT 1 – 8.00 a.m. to 8.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.    Sunday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.00 p.m. |
| **6) REGAL CINEMA – AMBALANGODA** | |
| Manager | Monday - 9.30 a.m. to 8.00 p.m.  Tuesday - 9.30 a.m. to 8.00 p.m.  Wednesday - DAY OFF  Thursday - 9.30 a.m. to 8.00 p.m.  Friday - 9.30 a.m. to 8.00 p.m.  Saturday - 9.30 a.m. to 8.00 p.m.  Sunday - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | N/A |
| Technical Division | Monday SHIFT 1 - 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Tuesday SHIFT 1 – 10.00 a.m. to 7.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  SHIFT 3 – 9.00 a.m. to 9.00 p.m.    Wednesday SHIFT 1 – 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 9.00 a.m. to 6.00 p.m.  SHIFT 3 – 10.00 a.m. to 9.00 p.m.    Thursday SHIFT 1 – 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.    Friday SHIFT 1 – 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Saturday SHIFT 1 - 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 10.00 a.m. to 9.00 p.m.  SHIFT 3 – 9.00 a.m. to 3.00 p.m.    Sunday SHIFT 1 – 9.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  SHIFT 3 – 9.30 a.m. to 9.00 p.m. |
| Sales Division | Monday SHIFT – 9.30 a.m. to 9.00 p.m.  Tuesday DAY OFF  Wednesday SHIFT - 9.30 a.m. to 9.00 p.m.  Thursday SHIFT - 9.30 a.m. to 9.00 p.m.  Friday SHIFT - 9.30 a.m. to 9.00 p.m.  Saturday SHIFT - 9.30 a.m. to 9.00 p.m.  Sunday SHIFT – 9.30 a.m. to 9.00 p.m. |
| Customer Care Division | Monday SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 - 8.00 a.m. to 8.30 p.m.    Tuesday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 - 8.00 a.m. to 5.00 p.m.  Wednesday SHIFT – 8.00 a.m. to 8.30 p.m.    Thursday SHIFT – 8.00 a.m. to 8.30 p.m.  Friday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.  Saturday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.00 p.m.    Sunday SHIFT 1 – 8.00 a.m. to 8.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m. |
| **7) CONCORD CINEMA – DEHIWALA** | |
| Manager | Monday - 9.30 a.m. to 8.00 p.m.  Tuesday - 9.30 a.m. to 8.00 p.m.  Wednesday - DAY OFF  Thursday - 9.30 a.m. to 8.00 p.m.  Friday - 9.30 a.m. to 8.00 p.m.  Saturday - 9.30 a.m. to 8.00 p.m.  Sunday - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday SHIFT 1 - 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 10.00 p.m.  Tuesday SHIFT 1 – 9.30 a.m. to 10.00 p.m.    Wednesday SHIFT 1 – 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.    Thursday SHIFT - 9.30 a.m. to 10.00 p.m.    Friday SHIFT 1 - 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 9.30 a.m. to 10.00 p.m.  Saturday SHIFT 1 - 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 9.30 a.m. to 10.00 p.m.    Sunday SHIFT 1 – 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m. |
| Technical Division | Monday SHIFT - 9.30 a.m. to 10.00 p.m.    Tuesday SHIFT 1 – 10.00 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.    Wednesday SHIFT 1 – 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.    Thursday SHIFT 1 – 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 10.00 p.m.  SHIFT 3 – 10.00 a.m. to 7.00 p.m.    Friday SHIFT 1 – 9.30 a.m. to 8.30 p.m.  SHIFT 2 – 9.30 a.m. to 10.00 p.m.  Saturday SHIFT 1 - 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 7.00 p.m.  SHIFT 3 – 10.00 a.m. to 10.00 p.m.    Sunday SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 10.00 p.m.  SHIFT 3 – 10.00 a.m. to 10.00 p.m. |
| Sales Division | Monday DAY OFF  Tuesday SHIFT – 9.30 a.m. to 9.30 p.m.  Wednesday SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday SHIFT - 9.30 a.m. to 9.30 p.m.  Friday SHIFT - 9.30 a.m. to 9.30 p.m.  Saturday SHIFT - 9.30 a.m. to 9.30 p.m.  Sunday SHIFT – 9.30 a.m. to 9.30 p.m. |
| Customer Care Division | Monday SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 - 8.00 a.m. to 10.00 p.m.    Tuesday SHIFT 1 – DAY OFF  SHIFT 2 - 8.00 a.m. to 10.00 p.m.  SHIFT 3 – 8.00 a.m. to 8.30 p.m.  Wednesday SHIFT 1 – 8.00 a.m. to 10.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.    Thursday SHIFT 1 – 8.00 a.m. to 7.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.  SHIFT 3 – 8.00 a.m. to 10.00 p.m.  Friday SHIFT 1 – 8.00 a.m. to 7.30 p.m.  SHIFT 2 – 8.00 a.m. to 10.00 p.m.  SHIFT 3 – 8.00 a.m. to 8.30 p.m.    Saturday SHIFT 1 – 8.00 a.m. to 10.00 p.m.  SHIFT 2 – 8.00 a.m. to 2.00 p.m.    Sunday SHIFT 1 – 8.00 a.m. to 6.00 p.m.  SHIFT 2 – 8.00 a.m. to 10.00 p.m. |
| **8) XL CINEMA – MARADANA** | |
| Manager | Monday - SHIFT – 9.30 a.m. to 8.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 8.00 p.m.  Friday - SHIFT – 9.30 a.m. to 8.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Sunday - SHIFT – 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday - SHIFT – 9.30 a.m. to 9.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 9.00 p.m.  Wed.day - SHIFT – 9.30 a.m. to 9.00 p.m.  Thursday – DAY OFF  Friday - SHIFT – 9.30 a.m. to 9.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 9.00 p.m.  Sunday - SHIFT – 9.30 a.m. to 9.00 p.m. |
| Technical Division | Monday - SHIFT – 9.30 a.m. to 9.30 p.m.  Tuesday - SHIFT – 9.30 a.m. to 9.30 p.m.  Wed. day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.    Thursday - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Friday - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Sat. day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Sunday - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m. |
| Sales Division | Monday - SHIFT – 9.30 a.m. to 9.30 p.m.  Tue.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT – 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT – 9.30 a.m. to 9.30 p.m. |
| Customer Care Division | Monday - SHIFT - 8.00 a.m. to 9.00 p.m.  Tue.day - SHIFT - 8.00 a.m. to 9.00 p.m.  Wed.day - SHIFT - 8.00 a.m. to 9.00 p.m.  Thursday – DAY OFF.  Friday - SHIFT - 8.00 a.m. to 9.30 p.m.  Sat.day - SHIFT - 8.00 a.m. to 9.30 p.m.  Sunday - SHIFT - 8.00 a.m. to 9.30 p.m. |
| **9) QUINLAN CINEMA – NUGEGODA** | |
| Manager | Monday - SHIFT – 9.30 a.m. to 8.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 8.00 p.m.  Friday - SHIFT – 9.30 a.m. to 8.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Sunday - SHIFT – 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday - SHIFT – 9.30 a.m. to 9.30 p.m.  Tue.day - DAY OFF  Wed.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT – 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT – 9.30 a.m. to 9.30 p.m. |
| Technical Division | Monday - SHIFT - 9.30 a.m. to 9.30 p.m.  Tue.day - SHIFT 1 – 10.00 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.  Wed. day - SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  SHIFT 3 – 10.00 a.m. to 9.30 p.m.  Friday - SHIFT – 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 10.00 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.  Sunday - SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 10.00 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 9.30 p.m. |
| Sales Division | Monday - DAY OFF  Tue.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Wed.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT – 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT – 9.30 a.m. to 9.30 p.m. |
| Customer Care Division | Monday - SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.  Tue.day - SHIFT 1– 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 6.30 p.m.  Wed.day - SHIFT – 8.00 a.m. to 9.30 p.m.  Thursday – SHIFT – 8.00 a.m. to 9.30 p.m.  Friday - SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  Sat.day - SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  Sunday - SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m. |

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| **10) WILLMAX CINEMA – ANURADHAPURA** | |
| Manager | Monday - SHIFT – 9.30 a.m. to 8.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 8.00 p.m.  Friday - SHIFT – 9.30 a.m. to 8.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Sunday - SHIFT – 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday – DAY OFF  Tue.day - SHIFT – 9.30 a.m. to 9.00 p.m.  Wed.day - SHIFT - 9.30 a.m. to 9.00 p.m.  Thursday - SHIFT – 9.30 a.m. to 9.00 p.m.  Friday - SHIFT – 9.30 a.m. to 9.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 9.00 p.m.  Sunday - SHIFT – 9.30 a.m. to 9.00 p.m. |
| Technical Division | Monday – SHIFT - 9.30 a.m. to 9.00 p.m.  Tue.day - SHIFT 1 – 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 10.00 a.m. to 7.00 p.m.  SHIFT 3 – 8.00 a.m. to 9.00 p.m.  Wed.day – SHIFT 1 - 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.  Thursday - SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  SHIFT 3 – 8.30 a.m. to 9.00 p.m.  Friday - SHIFT 1 - 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 8.30 a.m. to 9.00 p.m.  Sat.day - SHIFT 1 – 10.00 a.m. to 9.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  SHIFT 3 – 8.00 a.m. to 7.00 p.m.  Sunday - SHIFT 1 – 9.30 a.m. to 9.00 p.m.  SHIFT 2 – 10.00 a.m. to 9.00 p.m.  SHIFT 3 – 8.00 a.m. to 7.00 p.m. |
| Sales Division | Monday - SHIFT – 9.30 a.m. to 9.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 9.00 p.m.  Wed.day - SHIFT – 9.30 a.m. to 9.00 p.m.  Thursday – DAY OFF  Friday - SHIFT – 9.30 a.m. to 9.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 9.00 p.m.  Sunday - SHIFT – 9.30 a.m. to 9.00 p.m. |
| Customer Care Division | Monday – SHIFT 1 – 7.30 a.m. to 5.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.00 p.m.  SHIFT 3 – 8.00 a.m. to 8.00 p.m.  Tue.day - SHIFT 1– 7.30 a.m. to 5.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.00 p.m.  Wed.day - SHIFT – 8.00 a.m. to 9.00 p.m.  Thursday – SHIFT 1 – 7.30 a.m. to 5.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.00 p.m.  SHIFT 3 – 8.00 a.m. to 8.00 p.m.  Friday - SHIFT 1 – 7.30 a.m. to 5.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.00 p.m.  Sat.day - SHIFT 1 – 7.30 a.m. to 5.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.00 p.m.  SHIFT 3 – 8.00 a.m. to 8.00 p.m.  Sunday - SHIFT 1 – 11.00 a.m. to 6.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.00 p.m.  SHIFT 3 – 8.00 a.m. to 8.00 p.m. |

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| **11) LIBERTY CINEMA – KOLLUPITIYA** | |
| Manager | Monday - SHIFT – 9.30 a.m. to 8.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 8.00 p.m.  Friday - SHIFT – 9.30 a.m. to 8.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Sunday - SHIFT – 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday – SHIFT – 9.30 a.m. to 9.30 p.m.  Tue.day - SHIFT 1– 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m.  Wed.day – SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m.  Thursday - SHIFT – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT 1 – 9.30 a.m. to 8.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  Sat.day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m.  Sunday - SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m. |
| Technical Division | Monday – SHIFT - 9.30 a.m. to 9.30 p.m.  Tue.day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  SHIFT 3 – 10.00 a.m. to 9.30 p.m.  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 10.00 a.m. to 8.30 p.m.  SHIFT 3 – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT - 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT 1 – 10.00 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.  Sunday - SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  SHIFT 3 – 10.00 a.m. to 9.30 p.m. |
| Sales Division | Monday - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Wed.day – SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Thursday – SHIFT – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Sat.day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Sunday - SHIFT 1 – 9.30 a.m. to 10.00 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m. |
| Customer Care Division | Monday – SHIFT 1 – 8.30 a.m. to 10.00 p.m.  SHIFT 2 – 8.30 a.m. to 5.30 p.m.  Tue.day - SHIFT 1– 8.30 a.m. to 10.00 p.m.  Wed.day – SHIFT - 8.30 a.m. to 10.00 p.m.  Thursday – SHIFT - 8.30 a.m. to 10.00 p.m.  Friday - SHIFT 1 –8.30 a.m. to 5.30 p.m.  SHIFT 2 – 8.30 a.m. to 10.00 p.m.  Sat.day - SHIFT 1 – 8.30 a.m. to 10.00 p.m.  SHIFT 2 – 8.30 a.m. to 10.00 p.m.  SHIFT 3 – 8.30 a.m. to 5.30 p.m.  Sunday - SHIFT 1 – 8.30 a.m. to 10.00 p.m.  SHIFT 2 – 8.30 a.m. to 8.00 p.m. |
| **12) CINEMAX CINEMA – JA ELA** | |
| Manager | Monday - SHIFT – 9.30 a.m. to 8.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 8.00 p.m.  Friday - SHIFT – 9.30 a.m. to 8.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Sunday - SHIFT - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday – DAY OFF  Tue.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT – 9.30 a.m. to 9.30 p.m.    Sat.day - SHIFT - 9.30 a.m. to 9.30 p.m.    Sunday - SHIFT - 9.30 a.m. to 9.30 p.m. |
| Technical Division | Monday – SHIFT - 9.30 a.m. to 9.30 p.m.  Tue.day - SHIFT - 9.30 a.m. to 9.30 p.m.    Wed.day – SHIFT 1 - 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT - 9.30 a.m. to 9.30 p.m.    Friday - SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  Sat.day - SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.    Sunday - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m. |
| Sales Division | Monday - SHIFT – 9.30 a.m. to 9.30 p.m.    Tue.day - DAY OFF  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.    Thursday – SHIFT – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT - 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT - 9.30 a.m. to 9.30 p.m.    Sunday - SHIFT - 9.30 a.m. to 9.30 p.m. |
| Customer Care Division | Monday – SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.    Tue.day - SHIFT – 8.00 a.m. to 9.30 p.m.    Wed.day - SHIFT 1 - 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.  Thursday – SHIFT - 8.00 a.m. to 9.30 p.m.  Friday - SHIFT 1 –8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  Sat.day - SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.    Sunday - SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m. |

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| **13) IMPALA CINEMA – RAJAGIRIYA** | |
| Manager | Monday - SHIFT – 9.30 a.m. to 8.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 8.00 p.m.  Friday - SHIFT – 9.30 a.m. to 8.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Sunday - SHIFT - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday – SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  Tue.day - SHIFT – 9.30 a.m. to 9.30 p.m.  Wed.day – SHIFT 1 - 9.30 a.m. to 8.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 8.30 p.m.  Friday - SHIFT – 9.30 a.m. to 9.30 p.m.    Sat.day - SHIFT 1 - 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT 1 - 9.30 a.m. to 8.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m. |
| Technical Division | Monday - SHIFT - 9.30 a.m. to 9.30 p.m.  Tue.day - SHIFT 1 – 10.00 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  SHIFT 3 – 9.30 a.m. to 9.30 p.m.  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 10.00 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.  Friday - SHIFT - 9.30 a.m. to 9.30 p.m.    Sat.day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  SHIFT 3 – 10.00 a.m. to 9.30 p.m.    Sunday - SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 10.00 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 9.30 p.m. |
| Sales Division | Monday - SHIFT – 9.30 a.m. to 9.30 p.m.  Tue.day - DAY OFF  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT - 9.30 a.m. to 9.30 p.m.  Friday - SHIFT - 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT - 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT - 9.30 a.m. to 9.30 p.m. |
| Customer Care Division | Monday – SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.  SHIFT 3 – 8.00 a.m. to 5.00 p.m.  Tue.day - SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  Wed.day – SHIFT 1 - 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.  Thursday – SHIFT 1 - 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  Friday - SHIFT 1 –8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.  SHIFT 3 – 8.00 a.m. to 9.30 p.m.  Sat.day - SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 2.00 p.m.  SHIFT 3 – 8.00 a.m. to 8.30 p.m.    Sunday - SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  SHIFT 3 – 8.00 a.m. to 5.00 p.m. |
| **14) SAMANTHA CINEMA – DEMATAGODA** | |
| Manager | Monday - SHIFT – 9.30 a.m. to 8.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 8.00 p.m.  Friday - SHIFT – 9.30 a.m. to 8.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Sunday - SHIFT - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday – SHIFT – 9.30 a.m. to 9.30 p.m.    Tue.day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.00 p.m.  Wed.day – SHIFT 1 - 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  Friday - SHIFT – 9.30 a.m. to 9.30 p.m.    Sat.day - SHIFT 1 - 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m. |
| Technical Division | Monday – SHIFT - 9.30 a.m. to 9.30 p.m.  Tue.day - SHIFT 1 – 10.00 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  SHIFT 3 – 9.30 a.m. to 9.30 p.m.  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT 1 - 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 10.00 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.  Friday - SHIFT - 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  SHIFT 3 – 10.00 a.m. to 9.30 p.m.  Sunday - SHIFT 1 – 9.30 a.m. to 6.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  SHIFT 3 – 10.00 a.m. to 9.30 p.m. |
| Sales Division | Monday - SHIFT – 9.30 a.m. to 9.30 p.m.  Tue.day - DAY OFF  Wed.day - SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday – SHIFT - 9.30 a.m. to 9.30 p.m.  Friday - SHIFT - 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT - 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT - 9.30 a.m. to 9.30 p.m. |
| Customer Care Division | Monday – SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 7.30 p.m.  SHIFT 3 – 8.00 a.m. to 5.00 p.m.  Tue.day - SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  SHIFT 3 – 8.00 a.m. to 7.30 p.m.  Wed.day – SHIFT 1 - 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 7.30 p.m.  Thursday – SHIFT 1 - 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 6.30 p.m.  Friday - SHIFT 1 –8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 7.30 p.m.    Sat.day - SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.  SHIFT 3 – 8.00 a.m. to 7.30 p.m.    Sunday - SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  SHIFT 3 – 8.00 a.m. to 7.30 p.m. |

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| **15) TOWER CINEMA – MORATUWA** | |
| Manager | Monday - SHIFT – 9.30 a.m. to 8.00 p.m.  Tue.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Wed.day - DAY OFF  Thursday - SHIFT – 9.30 a.m. to 8.00 p.m.  Friday - SHIFT – 9.30 a.m. to 8.00 p.m.  Sat.day - SHIFT – 9.30 a.m. to 8.00 p.m.  Sunday - SHIFT - 9.30 a.m. to 8.00 p.m. |
| Book Keeping Division (Booking Clerk) | Monday – DAY OFF  Tue.day - SHIFT - 9.30 a.m. to 9.30 p.m.  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT - 9.30 a.m. to 9.30 p.m.  Friday - SHIFT – 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT - 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT - 9.30 a.m. to 9.30 p.m. |
| Technical Division | Monday – SHIFT - 9.30 a.m. to 9.30 p.m.  Tue.day - SHIFT 1 – 9.30 a.m. to 9.30 p.m.  SHIFT 2 – 10.00 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m.  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday - SHIFT 1 - 10.30 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 6.30 p.m.  SHIFT 3 – 9.30 a.m. to 9.30 p.m.  Friday - SHIFT - 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT 1 – 9.30 a.m. to 3.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  SHIFT 3 – 10.00 a.m. to 9.30 p.m.  Sunday - SHIFT 1 – 10.00 a.m. to 9.30 p.m.  SHIFT 2 – 9.30 a.m. to 9.30 p.m.  SHIFT 3 – 9.30 a.m. to 6.30 p.m. |
| Sales Division | Monday - SHIFT – 9.30 a.m. to 9.30 p.m.  Tue.day - DAY OFF  Wed.day – SHIFT - 9.30 a.m. to 9.30 p.m.  Thursday – SHIFT - 9.30 a.m. to 9.30 p.m.  Friday - SHIFT - 9.30 a.m. to 9.30 p.m.  Sat.day - SHIFT - 9.30 a.m. to 9.30 p.m.  Sunday - SHIFT - 9.30 a.m. to 9.30 p.m. |
| Customer Care Division | Monday – SHIFT 1 – 8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.    Tue.day - SHIFT 1 – 8.00 a.m. to 9.30 p.m.    Wed.day – SHIFT 1 - 8.00 a.m. to 5.00 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m.  Thursday – SHIFT - 8.00 a.m. to 9.30 p.m.  Friday - SHIFT 1 –8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 5.00 p.m.    Sat.day - SHIFT 1 – 8.00 a.m. to 9.30 p.m.  SHIFT 2 – 8.00 a.m. to 8.30 p.m.    Sunday - SHIFT 1 – 8.00 a.m. to 8.30 p.m.  SHIFT 2 – 8.00 a.m. to 9.30 p.m. |

**SHIFTS AT "EBC - TV"**

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| **DIVISION** | **ROSTERS** |
| **1) GENERAL SHIFT** | 8.15 a.m. to 5.30 p.m.  (Applies for the Administrative Staff) |
| **2) UNIT DIVISION**  **(MAKE UP/ SET DEPT/ LIGHTING/**  **CAMERA/AUDIO MIXING)** | SHIFT 1 - 9.00 a.m. to 5.00 p.m.  SHIFT 2 - 5.00 a.m. to 9.00 p.m.  The roster hours can be varied based on the job task. |
| **3) ON AIR** | SHIFT 1 – 9.00 a.m. to 6.00 p.m.  SAT.DAY – HALF DAY This doesn’t apply  SUNDAY – HALFDAY for all employees  at the division. |
| **4) TRANSPORT** | DAY SHIFT - 9.00 a.m. to 5.00 p.m.  NIGHT SHIFT – 8.00 p.m. to 5.00 a.m. |
| **5) EASY TV** | * SALES STAFF – GENERAL SHIFT   8.15 a.m. to 5.30 p.m.   * BACK OFFICE – 8.45 a.m. to 5.00 p.m. * Sat.day On a roster * Sunday basis |
| **6) NEWS** | SHIFT 1 – 9.00 a.m. to 9.00 p.m.  COMPUTER OPERATORS  SHIFT 1 – 9.00 a.m. to 6.00 p.m.  SHIFT 2 – 8.00 p.m. to 9.00 a.m. |
| **7) MCR** | SHIFT 1 – 10.30 a.m. to 6.30 p.m.  SHIFT 2 – 6.30 p.m. to 10.30 a.m.  SHIFT 3 – 7.00 a.m. to 3.30 p.m.  SHIFT 4 – 8.00 a.m. to 4.00 p.m.  SHIFT 5 - 3.00 p.m. to 11.00 p.m.  SHIFT 6 – 3.30 a.m. to 9.30 p.m. |
| **8) IT & POST PRODUCTION** | SHIFT 1 – 10.30 a.m. to 6.30 p.m.  SHIFT 2 – 6.30 p.m. to 10.30 a.m.  SHIFT 3 – 7.00 a.m. to 3.30 p.m.  SHIFT 4 – 8.00 a.m. to 4.00 p.m.  SHIFT 5 - 3.00 p.m. to 11.00 p.m.  SHIFT 6 – 3.30 a.m. to 9.30 p.m. |
| **9) TRANSMISSION**   * Set Building * JAIC Hilton | GENERAL SHIFT - 8.15 a.m. to 5.30 p.m.  NIGHT SHIFT - 8.00 p.m. to 10.00 a.m. |
| **10) PROGRAMMING** | GENERAL SHIFT - 8.15 a.m. to 5.30 p.m.  (Sometimes they have to work at night) |
| **11) CLEANING STAFF** | SHIFT 1 – 6.00 a.m. to 4.00 p.m.  SHIFT 2 – 7.00 a.m. to 5.00 p.m.  SHIFT 3 – 5.30 a.m. to 11.30 a.m.  SHIFT 4 – 6.30 a.m. to 4.30 p.m.  SHIFT 5 – 7.00 a.m. to 1.00 p.m. |

**SHIFTS AT "EBC - RADIO"**

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| **DIVISION** | **ROSTERS** |
| **1) GENERAL SHIFT** | WEEKDAYS - 8.30 a.m. to 6.00 p.m.  WEEK ENDS - OFF |
| **2) PROMOTIONS** | WEEKDAYS - 8.30 a.m. to 6.00 p.m.  WEEK ENDS – OFF |
| **3) RESEARCH** | WEEKDAYS - 8.30 a.m. to 6.00 p.m.  WEEK ENDS – OFF |
| **4) PROGRAMMING DIVISION** | GENERAL SHIFT – 8.30 a.m. to 6.00 p.m.  SHIFT 1 - 1.00 p.m. to 8.00 p.m.  SHIFT 2 - 9.00 a.m. to 1.00 p.m. |
| **5) ENGINEERING** | SHIFT 1 - 8.00 a.m. to 5.00 p.m.  SHIFT 2 - 5.00 p.m. to 12.00 MN  SHIFT 3 - 12.00 MN to 8.00 a.m. |
| **6) ADMIN & FACILITY**  **MANAGEMENT** | WEEKDAYS - 8.30 a.m. to 6.00 p.m.  WEEK ENDS - OFF |
| **7) CLEANING STAFF** | SHIFT 1 – 7.00 a.m. to 4.30 p.m.  HALF DAY – 5.30 a.m. to 11.30 a.m. |
| **8) TRANSPORT** | MORNING SHIFT - 9.00 a.m. to 5.00 p.m.  NIGHT SHIFT - 8.00 p.m. to 5.00 a.m. |
| **9) MONITORING** | SHIFT 1 - 7.30 a.m. to 6.00 p.m.  SHIFT 2 - 7.00 a.m. to 12.00 Noon  SHIFT 3 – 7.00 a.m. to 1.00 p.m. |
| **10) SCHEDULING DIVISION** | 1) GENERAL SHIFT –8.30 a.m. to 6.00 p.m.  SAT.DAY - DAY OFF  SUNDAY - DAY OFF  2) SHIFT 1 - 9.00 a.m. to 6.30 p.m.  SAT.DAY - DAY OFF  SUNDAY - DAY OFF |
| **11) FINANCE** | GENERAL SHIFT –8.30 a.m. to 6.00 p.m.  SAT.DAY - DAY OFF  SUNDAY - DAY OFF |
| **12) NEWS** | SHIFT 1 – 5.00 a.m. to 1.00 p.m.  SHIFT 2 – 9.00 a.m. to 6.00 p.m.  SHIFT 3 – 1.00 p.m. to 9.00 p.m. |
| **13) LIBRARY** | **DAY SHIFT**  SHIFT 1 – 6.30 a.m. to 3.30 p.m.  SHIFT 2 – 6.30 a.m. to 4.30 p.m.  SHIFT 3 – 9.00 a.m. to 5.30 p.m.  NIGHT SHIFT - 2.00 p.m. to 9.30 p.m.  SUNDAY **-** 9.00 a.m. to 6.00 p.m.  (Day Off depends on employee to employee) |