


JCT LIMITED:PHAGWARA

July 22, 2010

Office Circular

It is observed that there are a few staff members either bachelors or not staying with family in the Colony but are occupying full quarters. It has, therefore, been decided by the Management to allow such staff members to share their accommodation with their colleagues in which case 15% of HRA [out of 30% as per rules] besides 100% Colony Allowance, as per their entitlement, will be allowed to each of the co-tenant. This offer, however, is subject to the acceptance by the Management on written request.

Those who are interested in sharing the accommodation may send in their written request to the undersigned.



Rajmohan Singh
Director [Operations]

c.c. Sr.VP [P]

c.c. All HoDs. – To disseminate this offer to the staff members working in their respective departments.

c.c. Notice Board.