

Ref: HG/HR/HO/2022/1031

Date: August 10, 2022

Office Order for Additional Weekly Holiday

Five-day work week is a flexible work arrangement to create a better work environment for the employees. Also, it helps to reduce the use of utility consumption.

As per our analysis in the last few months, a five-day work week will increase productivity. Hence, Management has decided to start an **alternative day weekend** from **1st September 2022 on a trial basis with a new working hour**. In this case, Corporate office employees will enjoy additional alternative weekends as the demo schedule attached below.

Monthly Alternative Weekends for All Employees of Corporate Office (TML Building):

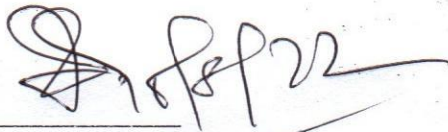
Weekly Holiday	Weekly Holiday	Weekly Holiday
General Weekend	Friday	Saturday
Additional Weekend	Every alternative Saturday of the Month	Every alternative Sunday of the Month
Daily Office Hour	8:00 AM to 5:00 PM	8:00 AM to 5:00 PM

Note:

1. Employees who have a workstation in Corporate Office will get the additional weekend.
2. If it's required for the business to work on weekends for any employee, then prior approval needs to be taken from Corporate HR with proper justification.
3. Management will take further decisions on a Five-day work week based on the received data in this period.
4. This office order will not be applicable for Sample Section, Channel – 24, and The Daily Samakal.


The proposal is submited for your perusal & Approval thereof.

Management reserves the right to amend, rescind, revoke, add or modify this policy as per business necessities.



A.K. Azad

Managing Director



Ha-Meem Group

CC to: For kind information:

1. Group Deputy Managing Director, Ha-Meem Group
2. Deputy Managing Directors, Ha-Meem Group
3. Directors, Ha-Meem Group

For information & necessary action:

4. All Zonal Head, Ha-Meem Group
5. All ED/Unit Head/Section Head, Ha-Meem Group
6. All HR-Unit/Zonal/Head Office, Ha-Meem Group
7. Office Copy

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PROJECT/EVENT

FIVE DAY WORK WEEK

Additional alternative day weekend calendar 2022 (Trial Period)

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