

Rules / Policies from JULY 2024

We are Happy to Announce, From July 1st

1st and 3rd Saturday will be OFF. 2nd and 4th Saturday will be half day

Terms & Conditions *should be followed compulsory:*

- if we require to do some urgent work on Saturday then we will inform one day before and few employees must come. For This, we will count extra hours
- Everyday Morning everyone should come by 9:40 max. if anyone coming after 9:40, must sit in and lunch and manage time
- Everyday Evening manage time till complete work and take confirmations from me and then leave from office.
- Friday compulsory sit and complete pending work and take confirmations from me and then leave from office.
- No one should take leave or avoid leave on Friday or Monday (for which Saturday is coming off)
- **Paid Leave:** Must be planned and inform before 1 week to 4 days min! from now no one will get PAID leave if they inform before 1 or 2 or 3 days!!!
- **Lunch** – for lunch we have no restriction, so you can take lunch (30mins) between 12 to 2pm as per your comfort. We can decide time 1:30pm or 2pm.
- No Mobile uses in office, already mentioned many times and mobile uses allowed only for emergency call and outside office
- Mainly we don't want to delay any projects, must not affect any productivity or outputs

NOTE: Company has rights to revert back these rules / regulations/ policies if terms & conditions not followed.