





Principle Guidelines for Meal/Lunch

1. Lunch Break for each employees is maximum 30mins.(Employee should not be sitting in Dining Area before and after the lunch time)
2. Food coupon required to be collected from HR department on 1st & 15th of every month.
3. Meal Coupon to be handed over to concerned person at lunch time to have lunch in Dining Hall.
4. The amount will be deducted from the salary of the employee on monthly basis.
5. If any employee is going out for lunch a prior approval needs to be taken from his/her Reporting Manager.
6. Canteen staff to be informed latest by 10:00 A.M. if the employee is going out for a Lunch.
7. Lunch Break is maximum 30 minutes if anyone is going out for lunch (E.g. Suppose any employee leaves office @ 1:00 P.M he should be back in office maximum by 1:30 P.M any delay will be considered as half day leave).
8. Non vegetarian food & alcoholic beverages is not allow.
9. Meal coupon is not transferable.

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|  18/11/2016. |  |