

1. SUNDAY WORKING POLICY

REF NO: HR/CIR/19/ FEB/2019

Staff working on Sundays/Holidays needs to follow the terms and conditions as given below:

Features

- Prior permission from Functional Head/Unit Head, with work specific and inform to Unit HR.
- Unit HR to inform to the Head HR / DGM HR & Admin, and also need to inform to Security point.
- As it is a normal working day punching is compulsory for getting attendance and eligible for full day Compensatory off.
- The necessary c-off towards this working needs prior sanction from HOD and concerned HR.
- HOD's should inform to employees at least in advance if they are expected to work on Holiday.
- No allowance will be given for working such days; however, Management can decide Refreshments/Conveyance on emergency cases.