

Date:31.08.2017

Dear All,

Sub: Flexi timings in office working hours for corporate office-reg.

We are happy to inform that, flexi timings are introducing to all the employees. As per the flexi timings employee can attend to duty in consultation and consent with HOD.

The guidelines are as follows;

- ❖ Minimum 9 hours working per day shall be considered against to the employee in the attendance.
 - 09.00 to 9.45 flexi time
 - 9.46 to 10.00 one-hour deduction
 - After 10.01 half-a-day deduction/leave
 - Tea break 15 min., (two times) Lunch 30 min.,
- ❖ Any employee attendance is less than 9 hours' the early going deductions as follows:
 - 8.31 hrs to 9.00 -1 hour
 - 8.00 hrs to 8.30 - 2 hours
 - Less than 8.00 hours half-a-day deduction/leave
- ❖ Monthly one time 1-hour personal permission will be allowed.

Any employee works extra on any special assignment given by HOD for more than two hours, he/she can utilize these two hours at any time within the same month. The extra hours can be accumulated and can be used maximum to 4 hours in a day. The utilization of extra hours' request letter should be approved by HOD and submit to HR department to regularise the attendance.

HOD shall fix the flexi time slots to employees not to hamper the departmental operations and also to avoid employee non availability in the department till 9.45hrs. (Slot timings: 9.00-9.15, 9.15-9.30, 9.30-9.45). Employee shall attend to duty whenever there is an urgent need arises based on HODs requirement.

- ❖ **"Work from Home"** will be allowed once in a month, prior approval to be taken from the HOD.

All are advised to utilize the above facility and not to fall under late deduction category.
The flexi time system w.e.f 01.09.2017.

CSREDDY
Sr. Vice President