

General Rules and Regulations and Guidelines

A.) OFFICE TIMING:

- The Company's working hours are **Monday to Saturday, from 9.30 am to 6.30 pm.** You are entitled to **45 minutes** of lunch break every day.
- Lunch timing is 1:00 p.m. to 1:45 p.m. And **10 Minutes** tea Break in evening.
- Office timing is 9.30 a.m. to 6.30 p.m. 15 Minutes grace period (9:30 a.m. to 9:45 a.m.) has been given to employees, after 9:45 a.m. Rs.50/-per day late punch.

B.) SALARY (Reference No. 2 of offer letter) :

- Any increment or declarations of increment shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall consider your work performance, amongst other factors.
- Salary time is during 15th to 20th of every month i.e. Salary for the period of 1st to 30th of every month will be given during 15th to 20th of next month. Ex. Salary of July Month From 1st July to 30th July will be given during 15th to 20th of August month.
- Salary calculation has been done by considering 30 Days in every month.

(For Further details please refer point no. 2 of offer letter)

C.) OTHER DISCIPLINE:

❖ Usage of Mobile Phone :

All employees have to keep their mobile on silent or switch off mode during office hours and they can use mobiles for calling or texting and other use only in lunch time and tea break.

You can share office numbers to your family members and they can use this in emergency.

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D.) TERMINATION AND NOTICE: (Reference No. 5 of offer letter)

- During the probationary period, either employee may terminate the contract by giving **two (2) week's notice** or the equivalent of **two (2) week's salary** in lieu of notice.
- Upon confirmation of your employment, either employee may terminate the contract by giving **one (1) month's notice** or **one (1) month's salary** in lieu of notice.
- The Company reserves the right not to give any reasons for termination.

(For further details please refer point no. 5 of offer letter)

E.) GUIDELINES FOR LEAVE :

- Any Leave (Except on sickness grounds) should be sanctioned by HR or Respective supervisor in advance.
- Wherever possible applications for leave will be approved, however the company needs to take into account work requirements and the performance of the employee's duties when considering whether to grant leave. For example, if another employee has already booked leave at that time, in a small team it may not be possible to allow two people to have leave at the same time.
- If anybody needs to take a leave on urgent basis on the same day, he/ she should intimate about the same only to their respective supervisor by email or should use company phone to inform about leave before 10:00 am. **Every uninformed leave will be counted as double unpaid leave.**
- Submitting the leave application is mandatory. **Every uninformed leave will be counted as double unpaid leave. And every rejected/unapproved leave count as unpaid leaves.**
- The Supervisor/ HR has right of refusal to leave application submitted to him by an employee, depending upon work exigencies
- If an employee wants to take leave before as well as after holiday or Sunday, in that case holiday will consider as paid leave and deduct from balance leaves.
- Employees allowed for Late coming up to 11 a.m. or early going on or after 5:00p.m. **Only 2 times in month.** After 2 times in month if any employee do the same this will consider as Half Day or full day leave.