Internal memo No. 901/56 – Admin. Division Date: 05.09.2019

Sub.: Policy for staff working from home.

* Applies only to pre-approved cases
* Permission should be given for short term period upto 1 year on discretion of MD
* Only 10% of leaves beyond 2 days shall be deducted from salary
* Criteria for 90% waiver of leaves to be decided by the management on case to case basis.
* In all cases report must be sent to report\_audit@modiproperties.com by due dates to be eligible for 90% waiver

**Managing Director**