

Circular No. 129(a): Admin Division

Date: 09.12.2008

Sub.: Permission – reg.

It has been noticed that some of the staff are availing permissions in the morning or evening saying 1 hour with information, but most of them are availing permission more than 1 hour. Hence the management hereby clearly states that only 1 hour permission is allowed (evening or morning). If any staff availing permission more than 1 hour, it would be treated as $\frac{1}{2}$ day leave. Only 1 permission is allowed in any particular month. If any person coming 1 our late in the morning, it will be treated as a late.

Soham Modi