

Internal Memo: 901/38 - administration

Date: 6th April, 2013

Subject: Working at HO after office hours or on holidays

Staff members working at Head Office before 9 am or after 7 pm must take prior approval from the respective managers in writing/email. Managers may take approval from MD/ Jai kumar/ Kanaka Rao. Any default will result in a penalty of Rs. 500/- and in case of a second default penalty will be raised or Rs. 2,000/- with one day suspension.

Security at HO must be instructed to follow this strictly.

Managing Director.