

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