

Policy: Second Saturday Off

PL No – 13

Issued On – 12/10/2020

Applicability – All Corporate Employees at all Units

Total Number of Pages – 1

Every month second Saturday of the month will be off day for all the corporate employee coming in General Shift. This policy does not apply to those coming in other shifts and factory workers. This is only applicable to the corporate employees of the company.

Ok Approved

Written By

Head – HR



Approved

Approved By

Management