

Policy: Query of Order

PL No – 27

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

If you are given an order by a senior or a person in senior authority then you must follow the order with in the deadlines.

The only exceptions are:

- 1- The order is violating any policy.
- 2- The order is not in favor of the company.
- 3- The order is damaging to company and it's employee, it's business and finance.
- 4- The order is illegal.
- 5- The order is cancelled or on hold by a person senior than the person who gave the order.

In case of point 1 to 4, you must query in written immediately when you get the order to the person giving it to you and wait for the person to respond and act only on mutual agreement.

In case of point 5, you must inform the order giving authority that his order is cancelled/put on hold by a senior authority.

If you are not filing any query and disobeying any order, you shall be penalized as per the penalty rules.

OK Approved

Written By

Head – HR



Approved

Approved By

Management