

Policy: Official Communication with Management: Channels & Slots

PL No. – 56

Issued On – 10/09/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Official Meetings with Management -

Any HOD/Staff can meet directly with the Management regarding official matters only during these time slots – Monday, Tuesday, and Wednesday between 12pm-1:30pm.

1. On Thursdays (12pm-1:30pm) we will have a general meeting with HODs, for which you will get a separate email with the instructions.
2. On Fridays (12pm-1:30pm), it will be upon Management to fix their meetings with any HOD/Staff. If they wish to focus on a particular department or area, where Management needs more data/information.
3. These meetings will be in person or on zoom, prefer zoom as long as personal presence is not necessary.
4. HODs/Staff can fix meetings by getting in touch with Management's Assistant.

Phone Calls with Management –

1. If any HOD/staff wishes to raise any issue over phone, the only slot they have is 10am - 12pm (Monday to Friday).

Emails needing Management's attention/approval –

1. All emails which require management's approval or attention will be handled during the same slot 10am-12pm every day, so if an email is sent after 12pm, it will be addressed the next day only, also if there too many mails to handle then the pending mails will be addressed on next possible day 10am -12pm



Special Notes –

1. All Phone calls are to be done via WhatsApp only.
2. Only Cases which will be addressed beyond these timelines are Urgent & Rush cases, for more information on Urgent and Rush cases, please read the Policy Number 55. (Which will be issued in next 2 days).
3. This is being done so staff have a dedicated timeslot in which to raise their issues for timely expedition of the issue. It will also require at your part that you organize yourself in such a manner that you have your meetings scheduled in advance with the Management.
4. For all official communication (Mail, Meetings, Calls) staff should follow the Policy No. 26 on the subject of Communication (This policy is under changes and new one shall be issued to you in next 2 days).
5. Staffs are supposed to follow the Policy No 50 while in meeting/sending mail or on phone call. For details, please re-read the Policy No. 50
6. Management reserves the right to change to meet any of HODs/Staff beyond these assigned timelines.

ok approved
Written By
Head – HR



Approved
Approved By
Management