

01/06/2008

Factory & Overtime working Timing:

The Factory timing for **General shift** working will be 8.45 am to 5.15 pm

During urgent work the employees (depending on the requirement) will be split in 2 shifts of 12 hours each.

Working time during shifts:

Morning Shift: 7.00 am to 7.00 pm

Morning Shift: 7.00 pm to 7.00 am

Workers who travel to work by local train will be permitted to leave at 5.05 pm for general shift working and at 6.50 pm for morning shift overtime working.

Workers should not leave Security Gate before time.

Wages of workers who come late or leave early will be deducted.

Sd/-

01/06/2008

Factory Dress Code & Safety Shoes

Every employee will be issued 2 sets of uniform every 2 years & 1 set of Safety Shoes every year. Uniform & Safety Shoes will be issued Free of Cost. The employees have to wash the uniform regularly and maintain the shoes in good condition. Uniform & Safety Shoes wear it to work every day.

Sd/-

01/06/2008

Rules for Canteen:

Canteen will open 5 minutes before the meal timing.

Employees have to maintain hygiene of the canteen, trash if any should be collected in trash cans.

Pegs are provided on the canteen walls for hanging uniform/clothes, employees have to maintain the cleanliness of the walls and other premises of the canteen.

Canteen Timing:

Canteen will be open for breakfast, snacks, lunch, dinner & changing at the time given below:

Lunch Time: 12.45 pm to 1.15 pm

Dinner Time: 8.45 pm to 9.15 pm

For General Shift:

Breakfast & Morning Changing Time: 8.30 am to 8.45 am

Evening Changing Time: 5.00 pm to 5.15 pm

For Morning Shift:

Breakfast & Morning Changing Time: 6.45 am to 7.00 am

Evening Changing Time: 2.45 pm to 3.00 pm

For Evening Shift:

Snacks & Evening Changing Time: 6.45 pm to 7.00 pm

Morning Changing Time: 6.45 am to 7.00 am

Sd/-

01/06/2008

Payment of Wages, Overtime & Advance

Wages earned during each month will be paid by 10th day of the following month. Wages will be transferred directly to the employees bank account number registered with the Company. The employee should inform the Company of any change in the Bank account details before the end of the month.

Overtime earned during the month will be paid along with the wages for the particular month by the 10th day of the following month.

Advance against monthly wages will be paid on 22nd day of the current month.

Sd/-

14 January 2022

NOTICE for Mobile phone use

It has been observed that most of the staff & workers are using their personal mobiles during working hours, as our work is based on the individual skill, this not only delays the work but also breaks the concentration.

All workers have to put their personal mobile phones in silent mode/switched off during working hours and keep in the individual lockers or deposit with the Security on duty. The Company has purchased two (2) mobile connections for use at Palghar factory, these phones will be kept with the on duty Security person. Company Mobile phone numbers: 9209066038 & 9665053663.

The balance workforce can share these numbers with their immediate family members to receive any urgent calls. Urgent phone calls can also be made from these phones with approval from any of the above staff members.

Sd/-

4 May 2022

BIRTHDAY MONTH CAKE

1. The program will start from 1st May 2022, for one year, up to 30th April 2023.
2. Birthday cake of all employees whose birthday comes in a particular month will be cut during the lunch break on the last Saturday of that month. Individual cakes will be cut by each employee whose birthday comes in that particular month.
3. The cake will be a vegetarian cake. The cake will be the same cake for all.
4. Even if the birthday falls on a holiday or weekly off, the birthday cake will be cut on the last Saturday of that month.
5. The birthday cake will be provided to only those employees who are present for work at Palghar on the cake cutting day.
6. For employees who are at site, outdoor inspection, night shift, etc. no birthday cake will be provided, however these employees will get a birthday gift of Rs. 500. No request for delay in going to the site or changing the work shift just for the birthday cake will be permitted.
7. Employees who remain absent without having paid leave to their account, will not be provided the birthday cake or the birthday gift.
8. Employees on break will get the birthday gift.
9. If for any reason the factory cannot work (like COVID, power cut, Flooding, or any reason beyond reasonable control of the company), No birthday cake or birthday gift will be provided.
10. If any employee declines to accept the birthday cake, the birthday gift will not be provided in lieu of the birthday cake.

Sd/-

30/03/2014

NOTICE for Bonus

Due to the rules enforced by all major Government Organisations with effect from April 2014 for Bonus (@ 20% off Basic Salary) will be paid as follows:

8.33% of Basic Salary / Wages as statutory bonus (maximum Rs.6000/- as per Bonus Act) and beyond Rs.6000/- as Ex-Gratia.

11.67% will be paid as Ex-Gratia.

8.33% is calculated monthly and paid during the Dasera/Diwali festival, (maximum limit Rs.6000/-). Ex-Gratia (i.e. 11.67% plus bonus beyond Rs.6000/-) will be merged in the Allowances and paid monthly along with the Salary / Wages.

Sd/-

7 January 2022

NOTICE for COVID - 19

As we are all aware a fresh wave of Covid-19 has started, and the number of cases are rising every day. In the benefit of yourself, your family, the company and all others you are requested to maintain Covid appropriate behaviour and follow the protocols set by the administration like wearing of masks at all times, washing hands regularly, covering your face & nose while coughing and sneezing, etc.

Sd/-

01 April 2022

NOTICE

DAILY OUTSTATION ALLOWANCE FOR WORKERS w.e.f. from 01/04/2022

Outstation means outside Mumbai / Navi Mumbai / Thane / Palghar District

BASIC WAGES PER DAY

SITE ALLOWANCE PER DAY

UPTO Rs.120/-	Rs.185/-
FROM Rs. 121/- TO Rs. 150/-	Rs.215/-
FROM Rs. 151/- TO Rs. 175/-	Rs.235/-
FROM Rs. 176/- TO Rs. 200/-	Rs.250/-
ABOVE Rs. 200/-	Rs.265/-

Note:

- 1) Earlier Rules Apply. Details with Cashier.
- 2) Foreign Tour 30% Extra in Food Allowance.

Sd/-

01 April 2022

NOTICE

DAILY OUTSTATION ALLOWANCE FOR STAFF w.e.f. from 01/04/2022

HOTEL CHARGES PAYABLE IF CUSTOMER DOES NOT PROVIDE ACCOMODATION

HOTEL LODGING BILLS WITH COMPANY GST NUMBER (if applicable) TO BE SUBMITTED.

Outstation means outside Mumbai / Navi Mumbai / Thane / Palghar District

<u>BASIC SALARY</u>	<u>SITE ALLOWANCE PER DAY</u>	<u>HOTEL CHARGES PER DAY</u>
UPTO Rs. 3000/-	Rs.185/-	Rs.350/-
From Rs.3001/- to Rs.4000/-	Rs.215/-	Rs.400/-
From Rs.4001/- to Rs.5000/-	Rs.255/-	Rs.450/-
From Rs.5001/- to Rs.7500/-	Rs.305/-	Rs.500/-
From Rs.7501/- to Rs.10000/-	Rs.335/-	Rs.650/-
From Rs.10001/- to Rs.15000/-	Rs.425/-	Rs.850/-
From Rs.15001/- to Rs.25000/-	Rs.490/-	Rs.1200/-
Above Rs.25000/-	Rs.565/-	Rs.1500/-

For Management Staff:

Hotel Charges should be reasonable.

Note:

- 1) Earlier Rules Apply. Details with Cashier.
- 2) Foreign Tour 30% Extra in Food Allowance.

Sd/-

01 April 2014

NOTICE FOR PROVIDENT FUND

Due to the rules enforced by all major Government Organisations with effect from March 2014 for calculation of Provident Fund maximum ceiling of Basic Salary will be Rs. 6500/- p.m. An equal amount will be added to this as Company contribution and both the amounts will be deposited with the Employees Provident Fund department. (i.e., Employee contribution will be maximum Rs. 780/- p.m. and Company contribution will be maximum Rs. 780/- p.m.)

Company's share of Balance Provident Fund (i.e., Company's share of 12 % of Basic Salary /Wages beyond Rs. 6500/=) will be merged in the Allowance and paid monthly along with Salary / Wages.

Those Workers/Staff who want to continue contributing their share of Provident Fund (beyond Rs. 6500/= can contribute the same towards Voluntary Provident Fund).

The above is as per the present Provident Fund rules.

Sd/-

01 April 2014

NOTICE FOR ESIC

As per the rules enforced by all major Government Organisations for Employees State Insurance Corporation (ESIC) maximum ceiling of Basic Salary will be Rs. 21000/- p.m. As specified by the Government ESIC is calculated on the sum of Basic, Allowance, HRA, Attendance Bonus & Conveyance. Company will contribute 3.25% of this amount and employees have to contribute 0.75% of this amount. Both the amounts will be deposited with the Employees State Insurance Corporation department.

The above is as per the present ESIC rules.

Sd/-

**THE FOLLOWING 10 DAYS WILL BE PAID HOLIDAYS FOR
THE YEAR 2022**

(PALGHAR FACTORY & GOREGAON OFFICE)

Sr. No.	Date	Day	Occasion
1	01-01-2022	SATURDAY	NEW YEAR
2	26-01-2022	WEDNESDAY	REPUBLIC DAY
3	18-03-2022	FRIDAY	HOLI
4	02-04-2022	SATURDAY	GUDI PADWA
5	15-04-2022	FRIDAY	GOOD FRIDAY
6	15-08-2022	MONDAY	INDEPENDENCE DAY
7	31-08-2022	WEDNESDAY	GANESH CHATURTHI
8	05-10-2022	WEDNESDAY	DASSEHRA
9	24-10-2022	MONDAY	LAXMI POOJAN – DIWALI
10	26-10-2022	WEDNESDAY	BHAIDUJ – DIWALI

Sd/-

LEAVE

Casual Leave

Each employee is entitled for a 7 day Casual leave every calendar year. If the employee does not avail the casual leave (due to any reason) in particular year the leave will be treated as lapsed. Casual Leave cannot be carried forward for the subsequent year.

Privileged Leave Worker

Each worker is entitled for a 1 day Privileged leave every 21 days present. The calculation of Privileged Leave is done on the basis of number of days filled by the worker due the preceding year after deducting the Weekly off, Paid Holidays, Casual Leave & Privileged leave availed during the preceding year.

If the employee does not avail the privileged leave (due to any reason) in a particular year, it will be carried over to the next calendar year. Any employee can accumulate a maximum of 90 days privileged leave at any given point of time. After which the balance leave will automatically lapse.

Privileged Leave Staff

Each staff member is entitled for a 1 day Privileged leave every 15 days present. The calculation of Privileged Leave is done on the basis of number of days filled by the worker due the preceding year after deducting the Weekly off, Paid Holidays, Casual Leave & Privileged leave availed during the preceding year.

If the employee does not avail the privileged leave (due to any reason) in a particular year, it will be carried over to the next calendar year. Any employee can accumulate a maximum of 90 days privileged leave at any given point of time. After which the balance leave will automatically lapse.

Compensatory Off

If any employee has worked for extra hours is not entitled for overtime, he/she will be awarded Compensatory off for every extra day worked. The day for compensatory off will be calculated by adding the total number of extra hours worked divided by 8 hour (i.e., one shift).

Sd/-

DASSHERA POOJA

Dasshera Pooja will be held in the factory premises every year on the last working day prior to Dasshera. On the Pooja day a buffet Lunch will be served & sweet box will be distributed by the Company to all the employees. Time for Dasshera Pooja will be around 12.30 pm and buffet lunch will be served immediately after the Pooja. If any employee is at site for Company work, Sweet box will be arranged for him when he returns to work at the factory. Sweet box will not be given to any employee who is absent on day of Pooja.

Work will be carried out in a regular manner before the Pooja. If any urgent work is being carried out on the Pooja day the respective employees will continue the work after the celebrations are over.

Sd/-

01/04/2008

GUTKA, ALCOHOL & SMOKING

Use of GUTKA, ALCOHOL & SMOKING is prohibited inside the factory premises.

If any employee is found making use of these products, he/she will be immediately asked to leave the factory premises. If any employee reports to work in inebriated condition, he/she will not be allowed to enter the factory premises. Strict action will be taken against such employees.

Sd/-