Timing Policy

Particulars	08:00			09:00				10:00			11:00						12.00			13:00			14:00			15:00			16:00						17:00				18:00				19:00		
	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:15	10:30	10:45	11.00			11:15	11:30	11:45	12:15	12:30	12:45	13:15	13:30	13:45	14:15	14:30	14:45	15:15	15:30	15:45	16:00			16:15	16:30	16:45	17:00	17:15	17:30	17:45	18:00	18:15	18:30	18:45	19:15	19:30	19:45
											11.00	11.05	11.10																16:00	16:05	16:10														
Office Reporting Time																																														
Morning Meeting																																														
Morning Tea Break																																														
Lunch Break																																														
Evening Tea Break																																														
Office Closing Time																																														

Driver Login

House Keeper Login

Lunch break 30 mts for each batch

House Keeper Logout

Driver Logout

Remarks:

1. If anyone wanted to have breakfast in canteen, should finish before 09.25 hours.

2. Birthday celebrations are welcome. Such celebrations can be performed after prior permission obtained from Admin dept. Timings should be between 18.00 to 18.30 hrs.

3. Tea vending machine operations restricted to Guard / Security (Mr. Raju Sharma). During Tea Break Guard / Security will be at canteen area.