



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)



The Jute Corporation of India Limited

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor

कोलकाता / Kolkata – 700 087

सी.आई.एन./C.I.N.:U17232WB1971GOI027958

Ref. JCI/HO/Pers./Cir/2018-19 /Nov-1

DATE: 13.11.2018

CIRCULAR

With regard to the attendance rules of the Corporation applicable to the Regular/Contractual & Outsourced employees currently in force, the following clarifications pertaining to **Half Day, Grace Timings & Early Departure** are given below:

Half Day Timings- a) 1st half arrival till 1.30 PM may be considered as Half day. Half day's Casual Leave will be debited from the CL account for three late attendances in a month. Beyond that, half day's Casual Leave or one day earned leave, as the case may be, will be deducted for each late attendance, thereon. However, late attendance can be condoned by the Competent Authority, if convinced that it is due to unavoidable reasons.

b) 2nd Half Departure from 2.30 PM onwards will be considered as half day.

Grace Timings in a month- For late arrival, a grace period of 30 minutes on workings for maximum 3 days is permissible.

Early Departure- Early departure from work place prior to two hours from the end of official duty hours to be granted on approval of supervisory officer not below Departmental Head/ZM/RM (I/C) s & Location Heads, if any.

Lunch break to be observed from 1PM to 1.30 PM.

Flexibility regarding office entry timings for any employee staying beyond normal office hours for extra will need written approval of the concerned authority.

This is for strict adherence with immediate effect.

This has the approval of the Competent Authority.

Debopriyo Sinha
13/11/18

(Debopriyo Sinha)
Dy. Personnel Manager

Distribution:-

1. CMD's Secretariat-for inf. of CMD
2. Advisor
3. DGM
4. C (V&A)
5. Sr. Managers
6. Managers
7. Dy. Managers
8. Asst. Managers
9. All employees of the Corporation
10. Notice Board/Guard File

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