

Subject: **OFFICE TIMINGS, SHORT LEAVE & ATTENDANCE PROCEDURE**

In continuation of instructions issued on 05-01-2010, following procedure for attendance, Short leave and office timings is hereby notified for strict compliance by the all Departments/Wings of the Company.

- i) Office timing is from 0900 hours to 1700 hours from Monday to Thursday & on Saturday, and on Friday from 0900 hours to 1200 hours.
- ii) Weekly holiday is on Sunday.
- iii) All employees are expected to join office at 0900 hours in the morning and mark their attendance signature with arriving time on attendance sheet/register, however grace time is granted till 0930 hours and afterwhich concerned HOD/incharge shall be liable to mark red circle against late comer.
- iv) On attending office late on four occasions one earned leave shall be deducted from the credit of an employee, if no balance of earned leave is available then salary shall be deducted accordingly and if the above irregularity is repeated for more than three times in a year, he shall be considered as habitual late attendee and action as required for misconduct shall be taken against him. In such cases, Head of Department are required to send detail case to HR Department for further processing.
- v) There is holiday on all public declared holidays. Separate notices of public holidays and other holidays, if any, shall be issued by the HR Department as and when any such holidays are about to fall due.
- vi) An employee can avail short leave on prescribed form not more than 3 hours in a day and 8 hours in a month subject to emergency and approval of Competent Authority. If an employee avail short leave more than 8 hours in a month, his/her casual / earned leave shall be deducted subject to balance availability. If no balance of casual / earned leave is available in the credit of an employee, his/her salary shall be deducted accordingly.

2. This issues with the approval of the Chief Executive Officer

**(Muhammad Shahzad)**  
Deputy Manager (HRM)

Copy to

- i) CEO-PRAL
- ii) General Manager (SD)
- iii) SA to CEO
- iv) All Head of Departments/Sr. Managers/ Regional Managers/Area Managers/Installation Managers
- v) Office File