



GUIDELINES ON WORKING HOURS

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REVISION NO.

01

REVISION DATE

01/08/2022

1. PURPOSE:

Astron Paper and Board Mill Ltd. complies with applicable laws i.e. "The Factory ACT 1948", Gujarat Factory Rules, 1963 and relevant applicable practices on working hours and breaks and public holiday. The intent of this is to facilitate better work life balance of employees and at the same time encourage punctuality and discipline in regularity of attendance.

2. GENERAL PRINCIPLE:

This policy is applicable to all employees across the following locations:

- Office at Ahmedabad.
- Unit 1 at Halvad.
- Unit 2 at Bhuj.
- Balaram papers unit at Ganeshpura.

3. WORKING HOURS, LATE COMING AND WEEKLY OFF:

- Shift timings are as follows at Unit 1 at Halvad and Unit 2 at Bhuj.


SHIFT	GENERAL	I st	II nd	III rd
Shift Timings	8:30 to 18:00 hrs	8:00 to 16:00 hrs	16:00 to 00:00 hrs	00:00 to 8:00 hrs
OT Rate	N.A.	As per Factory act.	As per Factory act.	As per Factory act.
Working on PH Days	As per Factory act.	As per Factory act.	As per Factory act.	As per Factory act.
Working on National Holidays	As per Factory act.	As per Factory act.	As per Factory act.	As per Factory act.

- Shift timings are as follows at Office Ahmedabad.

SHIFT	GENERAL
Office Timings	9:30 to 18:30 hrs
OT Rate	N.A.
Working on PH Days	As per Factory act.
Working on National Holidays	As per Factory act.

- Working day are from Monday to Saturday and every Sunday is week holiday.
- Total working hours for each worker is ensured 48 hours in a week.
- For marking of attendance, all employees shall use Attendance Marking Register. It is expected that all employees shall be punctual as a matter of self-discipline. However, in case of an employee coming to work after half an hour, he/she shall be marked late. An employee who comes more than four times late in a month shall be subjected to a deduction equivalent to his/her late coming. For the calculation of a days' salary the Gross Monthly Salary of an employee shall be divided by 30/31.
- It may so happen that and employee comes to office late after attending outdoor assignment. In such case the employee concerned shall keep the Director informed about such assignment proactively.



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- Depending on work load, overtime is permitted within legal requirement. However, it is also ensured that over time is not a regular practice.
- Working beyond normal working hours (8 hours per day OR 48 hours per week) on any working day is treated as overtime. Also, working on weekly holiday is treated as overtime.
- Working beyond normal working hours (i.e. overtime) is not demanded from the employees.
- Situation of work load, business requirement is determined in advance and workers are intimated accordingly so that they are mentally prepared to work for overtime.
- **Company provides paid holidays to its employees.** The list of the public holidays is communicated to all the employees at the beginning of the year by displaying them at the main notice board.
- **Short term business demand/urgent business need:**
 - Short term business demand or urgent business need are the circumstances beyond the control of the company such as flood, earthquake, war, major fire or any other natural or emergency incidence.
 - Astron Paper and Board Mill Ltd. ensures that the compensation for the contract workmen overtime is always complies with The Factory Act 1948 and Contract Labour (Regulations and Abolition) Act 1970.
- In a continued case of habitual late coming, the employee concerned shall make himself liable to disciplinary action as deemed fit. However, it is noted that since all our employees are responsible enough so far as office discipline is concerned and exemplify the highest order of self-discipline, such action may not be required ever.
- The employee has to intimate to the Director in case of Outdoor Duty (OD). Generally, all such authorization shall reach the Office before the employee proceeds for outdoor duty.
- All employees are required to verify their or attendance, and if there is any discrepancy to notify to the Time Office immediately.

4. PROCEDURE FOR AVAILING LEAVES

- As a process all leaves shall have to be pre-sanctioned through the Leave Form. Mere application of leave shall not be construed as approval of leave.