

From:

Addl. Chief Executive Officer,
Faridabad Smart City Limited,
Faridabad

To

The Manager HR,
Faridabad Smart City Limited
Faridabad.

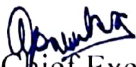
No. FSCL/2018/231

Dated: 6.6.2018

Sub: Regarding. *rules in FSCL.*

Manager HR is hereby directed to take following actions immediately and submit to the undersigned by Monday:-

1. To prepare the roles and responsibilities of all the posts in FSCL.
2. To prepare the disciplinary rules of the organization.
3. To prepare rules of leave of the company.
4. To prepare TD/DA rules of the company
5. To maintain movement register in FSCL.
6. To maintain leave record of officers/officials of FSCL.
7. To ensure that all employees take prior approval of leave in writing from the Additional CEO.


Addl. Chief Executive Officer,
Faridabad Smart City Limited,
Faridabad

