

NEELKANTH APARTMENTS
The Talagang CGHS Apartments, Plot No. 49, Sector 13, Rohini, Delhi-
110085.

Name of Document:HUMAN RESOURCE POLICY

Purpose: To improve the staff working efficiency, work culture and discipline

Date of Implementation:01 April 2025

Detailed Description:

1. Office Timing:

Office timing will be from 9.00 am to 5.30 pm and 30 minute lunch break will be available from 1.00 pm to 1.30 pm.

2. Weekly holiday:

Thursday will remain as weekly holiday.

3. Salary/wages advance:

Advance will be strictly allowed only for specific purpose like medical emergency or employee himself marriage, marriage of Sister, brother or children. Maximum advance will be equal to two-month salary which will be deducted in six monthly installments starting from next month in which advance was given. Advance will be approved by Secretary and President or Vice President.

4. Leave:

Every employee needs to take the leave approval in advance. If any reason/emergency advances approval is not possible then only employee need to inform to vice president on telephone and take telephonic approval. If any employee remains absent continually for three days, then MC can discontinue his service or take appropriate action which deem fit.

5. Behavior:

If any employee misbehaves with his Senior/s , MC member/s , any respected member or respected guest or disobey the work-related order given then M.C. or M.C. Designated officer can discontinue his service or take appropriate action which deem fit.

6. Appointment:

Based on work requirement President and Vice President or President and Secretary can hire the staff/s to complete work properly

For The Talagang Co-op Group Housing Society Ltd.



Secretary