

**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION**  
**THIRUVANANTHAPURAM**

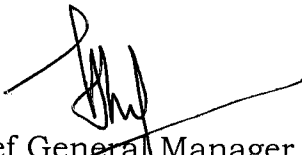
**CIRCULAR**

CHR/2015

26.06.2015

The following instructions are to be strictly followed by all employees in Keltron House and ITBG:

- a) It has been noticed that some of the employees of Keltron House and ITBG are not punching their out and in punches properly while going out and re-entering the campus during working hours. All the employees should strictly mark their punch out and punch in while leaving the campus during working hours including lunch break time from 12.45 to 1.15.
- b) It is further informed that strict Disciplinary Action will be initiated against employees who are not wearing the identity cards during working hours.

  
Chief General Manager  
(HR & Admin)

To,

All concerned

(Keltron House & ITBG)