

**Geetha PS ITBG**

---

**From:** MANAGING DIRECTOR [md@keltron.org]  
**Sent:** Saturday, February 06, 2016 10:00 AM  
**To:** CGM HR; Beena Mathew; indirabai@keltron.org; CORPORATE FINANCE;  
cskeltron@gmail.com  
**Cc:** CORPORATE HRD; CORPORATE FINANCE; CORPORATE MARKETING; geetha itbg;  
corporateplanning@keltron.org  
**Subject:** Office Timing

To  
CGM(HR&ADMN), CGM(CM&ITBG), CGM(CP), CGM(F), DGM(Legal) & CS


It is noticed that most of the employees are not seen available in the seat as per the timing, particularly in the morning. However they are very punctual in the evening punch out.

As part of administrative discipline, you are required to ensure discipline and timing in your department.

MANAGING DIRECTOR

Geetha.

Please circulate this email to all dept-heads,  
N.B. All employees after punching 'in' in the  
morning should be available at their seat.

  
6/2