

FORM- 'N'

(See rule 16(1))

NOTICE OF SHIFT SCHEDULE WEEKLY HOLIDAY OF WORKERS

ENGAGED IN SHIFT

Name and address of the Establishment: Tata Digital Private Limited, Fort house

Dada Bhai Naroji, Road Fort, Mumbai - 400001 .

Name of the Manager / Authorized representative: Mrs. Janaki Naik.

All the workers in establishment are hereby informed that the establishment operates in shift. The shift schedule of the workers is as follows: -

Sr. No.	Name of the Worker	Designation	Dates of Months	Dates of Months	Dates of Months	Dates of Months	Weekly Holiday Day
			General Shift	1st Shift	2nd Shift	3rd Shift	
			9:30am-6:00pm	7:00am-3:30pm	2:00 pm-10:30pm	10:30pm-7:00am	
<p>1. Data is available at HRMS Software and readily available, and due to confidential clause of Tata Code of Policy we would not be able to display on the notice board.</p> <p>2. We hereby declare that no female employee working in night shift in between 9:30 pm to 7:00am.</p>							All Saturday & Sunday