



HRD/CT/63-2886/JUNE/2020

Date-01/06/2020

Sub: Hiring of staff in the event of Covid-19 situation

To Plant Head ,

Due to COVID-19 and as a measure of abundant caution, to maintain a safe and healthy environment for all our customers and employees, we are taking some proactive steps at our production plants.

While we are committed to providing you with the best in class services, considering the rapid spread of Corona virus (COVID-19) and Indian government order, the company was decided to temporarily close all our production plants until 1-June-20.

During this current situation company has advised all critical staff to work Odd-and even Rules (specially Accounts & HR department)

We have already received advance orders for upcoming new products (code Guru 1010 and 1616) and the production is on halt. As the country was locked down we will not be able to complete these advance orders and thus HR department has been asked to complete the contract based hiring of employees so that whenever the locked down is over the production plant can be start with full strength to complete the pending work as well as the advance orders.

In view of this contract based hiring HR department has been given full rights to decide and prepare the guidelines for the hiring candidates.

Selected candidates will receive all the details on terms an conditions separately based on their selection process.

Regards

Vipin Sondhi (Managing Directer)

