



Circular # HR-26-2019
July 25, 2019

Office Timings

Dear All,

1. It has been decided that five working days (Monday to Friday) shall be observed in the GO offices with effect from 29 July 2019. Saturday and Sunday shall be observed as holidays.
2. Office timings shall be as under:-
 - a. **Monday to Thursday**. From 9:00 am to 6:00 pm (Lunch/ Namaz break from 1:00 pm to 2:00 pm).
 - b. **Friday**. From 9:00 am to 6:00 pm (Lunch/ Juma Prayer break from 1:00 pm to 3:00 pm).
3. HoDs of all departments shall ensure availability of the concerned staff on Saturdays' if so required.
4. Employees working at the Operating Locations including Terminals, Depots and Third Party Loading Facilities shall maintain their timings as per the schedule given below:-
 - a. **All Locations Except Mahmoodkot Terminal**
 - (1) **Monday to Thursday**. From 9:00 am to 5:00 pm (Lunch/ Namaz break from 1:00 pm to 2:00 pm).
 - (2) **Friday**. From 9:00 am to 5:00 pm (Lunch/ Juma Prayer break from 1:00 pm to 3:00 pm).
 - (3) **Saturday**. From 9:00 am to 2:00 pm without any break.
 - b. **Mahmoodkot Terminal**
 - (1) **Monday to Saturday**
 - (a) First Shift from 08:30 am to 4:30 pm (Lunch/ Namaz break from 1:00 pm to 2:00 pm except on Friday where Lunch/ Juma break shall be from 1:00 pm to 3:00 pm).
 - (b) Second Shift from 3:00 pm to 11:00 pm (Dinner/ Namaz break from 8:00 pm to 9:00 pm).

Regards,

Brig (R) Muhammad Naeem Sarwar
General Manager HR

Gas & Oil Pakistan Ltd.

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Circular#: HR-08/2018
Thursday, March 29, 2018

Attendance & Work Hours Policy

Dear All,

Please note that attendance and work hours for all employees of Gas & Oil Pakistan Ltd. (GO) will be monitored through the following **Attendance & Work Hours Policy**. However, the staff working on shifts will follow their shift schedules. This policy will be effective **April 1, 2018**.

Attendance & Work Hours Policy

Regular work timing for the Company is summarized below:

Monday to Thursday	9:00 am to 5:00 pm (Lunch/Namaz 1:00 pm to 2:00 pm)
Friday	9:00 am to 5:00 pm (Lunch/Namaz 1:00 pm to 3:00 pm)
Saturday	9:00 am to 2:00 pm without any break.

Half Day

Reporting to work after 10:30 am or leaving duty before 3:00 pm will be construed as a half day.

Late Coming

A late marking will be enforced when an employee records attendance after 9:10 am during the working week.

After 3 instances of late coming in a month, ½ day leave will be automatically deducted and 5 instances of late coming in a month will result in deducting 1 day's salary automatically from payroll.

HR will maintain an employee wise list of attendance which will be shared with the Managers bi-monthly. It is the employees' duty to submit justification of late attendance/absent days (Manager's validation necessary) to HR.

If an employee is a habitual late comer, written warnings will be issued by HR and after 3 written warnings, Management reserves the right to take disciplinary action which may include release from service.

Page 1 of 2

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Late Sitting

Generally late sitting is discouraged. However, if the situation warrants, this policy will be applicable to employees working after 8:00 pm at the Office. Entitlement would include payment for one meal (dinner) on actual (within reasonable amount) taken at the Office.

Approval of all Meal expenses will be through the Department Heads only and receipts will be claimed through expense form submitted to Finance.

Ramadan Timing

Timing during the month of Ramadan shall be followed as per the circular issued by the Labour (Federal) Department. The Management, to comply with governmental regulation or to suit business requirements, may change these timing.

All exceptions to this policy must be formally approved by the CEO.

Regards,

Iram Iqbal
General Manager - HR