

Each employee working at Krupa Info Services have to follow the following rules:

1) Be punctual. Employees need to be present at sharp 9:00 AM and must not leave before 6:00 PM. (Emergency is exceptional)

2) Break time:

- (1) Morning break : 9:00 to 9:15
- (2) Lunch break : 1:00 to 1:35
- (3) Tea break : 4:00 to 4:15

3) Use of mobile phone is strictly prohibited during working hours

4) Use of earphones is strictly prohibited during working hours

5) Employees must not discuss personal matters during working hours.

Note: Violation of rules can lead to the deduction in salary