

SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY (SETS)

(Registered under The Societies Registration Act XXI of 1860 Registration No. S.42605 of 2002)



Operational Headquarters

MGR Knowledge city, C.I.T. Campus, Taramani, Chennai - 600 113

Phone : 044-66632502 Fax No : 044-66632501


Website : <http://www.setsindia.org>

SETS/CHN/CAAO/00/2017

30th March 2017

Office Order No.14

It is observed that the Electricians and housekeeping staff of the Outsourced Agency M/s. Carewell are called on Saturday, Sunday and holidays on overtime without taking prior permission. SETS comes to know about this only from Carewell Monthly service charges bills. It is hereby instructed that calling the outsourced agency persons on over time should be avoided. In case of exigency of work only their services may be availed on Saturday, Sunday and holidays with prior sanction of the same in writing with proper justification from the undersigned.


Chief Administrative and Accounts Officer

To

All the Employees of SETS

Cc : Acting ED, SETS

Strategy and Synergy for Security

Registered Office:

C/o Electronics Corporation of India Limited, North Zone, B-7, LSC, 'A' Block, Naraina, Ring Road, New Delhi - 110028

Delhi Office:

Room number 418, TIFAC, Wing-A, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi - 110 016 Tel No : 011 2651 0491