

TIPL HUB

Employee Attendance & Working Hours Management — Application and Website

PROPOSAL FOR APPROVAL — WORKING HOURS CONFIGURATION (FINAL DRAFT)

Reference No.: TIPLHUB/WH/2026/OPT-I

Date: 13 June 2026

To: Mr. Vikas Makhija

From: Priyanshu Sharma

Subject: Approval of Working Hours Configuration — Option I (TIPL HUB Application & Website)

Respected Sir,

This document is submitted for your kind review and approval of the working hours configuration proposed for implementation in the **TIPL HUB** platform, covering both the **application** and the **website**. The parameters detailed below shall govern the computation of daily working hours, lunch break deduction, and relief entitlement for all employees. This is the **final draft**; upon approval, the stated configuration shall be implemented in the system without further modification.


OPTION I — 8 HRS 30 MIN WORKING 30 MIN FIXED LUNCH 7 HOURS RELIEF		
S. No.	Parameter	Configuration
1	Total Working Hours (Per Day)	8 Hours 30 Minutes
2	Lunch Break	30 Minutes (Fixed) — not counted towards working hours
3	Relief	7 Hours — relief provision applicable as per the configured 7-hour relief entitlement
4	Applicability	All employees registered on the TIPL HUB Application and Website

Terms & Conditions of Implementation

- The total working hours of **8 hours 30 minutes** shall be recorded and computed automatically by the TIPL HUB system on the basis of punch-in and punch-out timings.
- A fixed lunch break of **30 minutes** shall apply uniformly to all employees and shall be excluded from the computation of net working hours.
- The **7-hour relief** provision shall remain applicable under this configuration and shall be administered through the TIPL HUB system as per the entitlement defined above.
- This configuration, once approved, shall be implemented identically on both the TIPL HUB Application and the TIPL HUB Website, and shall constitute the final approved working hours policy under Option I.

Approval Section (For Office Use)

Decision: Approved Approved with Modifications Not Approved

Remarks: 

Prepared & Submitted By

Priyanshu Sharma

TIPL HUB Project Team

Approved By

Mr. Vikas Makhija

Date: ___ / ___ / _____