

FORM – ‘M’

(See rule 14)

NOTICE OF HOURS OF WORK, REST-INTERVAL, WEEKLY HOLIDAY

Name and address of the Establishment: **International Overseas Services**
6/33 Mittal Industrial Estate,
Andheri Kurla Road, Andheri East
Mumbai - 400059

Name of the Manager/Authorised representative. : **Mahesh Chavan**

All the workers in the establishment are hereby informed that the hours of work, rest-interval and weekly holiday of each worker is given below:-

Sr. No.	Name of worker	Designation	Hours of Work from to.....	Rest-interval from to.....	Day of weekly holiday
(1)	(2)	(3)	(4)	(5)	(6)
1.	AS PER ATTACHMENT	AS PER ATTACHMENT	10.00 TO 18.30	1.00 TO 1.30	SUNDAY
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Date : **02nd Jan 2025**

Place : **Mumbai**

Signature of the Manager or Authorised representative.

NOTICE OF HOURS OF WORK, REST-INTERVAL, WEEKLY HOLIDAY

Sr. No.	Name of Worker	Designation	Hours of Work	Rest Interval	Day of Weekly Holiday
1	Chander C	Director Operations	10.00 to 18.30	1.00 to 1.30	Sunday
2	A Pati	Dy.G.M.	10.00 to 18.30	1.00 to 1.30	Sunday
3	Priti D	Dy.G.M. Accounts	10.00 to 18.30	1.00 to 1.30	Sunday
4	Anil U	Operations Manager	10.00 to 18.30	1.00 to 1.30	Sunday
5	Uday K	Manager - IT	10.00 to 18.30	1.00 to 1.30	Sunday
6	Anwar S	Operations Supervisor	10.00 to 18.30	1.00 to 1.30	Sunday
7	Narayanan K	Technical Consultant	10.00 to 18.30	1.00 to 1.30	Sunday
8	Sasikumar K	Sourcing Incharge	10.00 to 18.30	1.00 to 1.30	Sunday
9	Mahesh C	Asst Manager - Admin	10.00 to 18.30	1.00 to 1.30	Sunday
10	Mohan H	Ticketing Officer	10.00 to 18.30	1.00 to 1.30	Sunday
11	Sheshmani U	Ticketing Officer	10.00 to 18.30	1.00 to 1.30	Sunday
12	Swetha P	Accountant	10.00 to 18.30	1.00 to 1.30	Sunday
13	Prakash V	Chief Accountant	10.00 to 18.30	1.00 to 1.30	Sunday
14	Tanushree D	Hr Executive	10.00 to 18.30	1.00 to 1.30	Sunday
15	Rajeshree M	Sr. Accountant	10.00 to 18.30	1.00 to 1.30	Sunday
16	Rakesh N	Sr. Recruitment Coordinator	10.00 to 18.30	1.00 to 1.30	Sunday
17	Nitin G	Visa Coordinator	10.00 to 18.30	1.00 to 1.30	Sunday
18	Ranel T	Recruitment Coordinator	10.00 to 18.30	1.00 to 1.30	Sunday
19	Mushtaq S	Sr. Recruitment Coordinator	10.00 to 18.30	1.00 to 1.30	Sunday
20	Milind K	Recruitment Coordinator	10.00 to 18.30	1.00 to 1.30	Sunday
21	Rahul K	Recruitment Coordinator	10.00 to 18.30	1.00 to 1.30	Sunday
22	Pravin Bhoite	Sr. Recruitment Executive	10.00 to 18.30	1.00 to 1.30	Sunday
23	Laxman P	Emigration Coordinator	10.00 to 18.30	1.00 to 1.30	Sunday
24	Shridhar P	Admin Officer	10.00 to 18.30	1.00 to 1.30	Sunday
25	Deepika Y	IT Assistant	10.00 to 18.30	1.00 to 1.30	Sunday
26	Vijaya P	Sr. Recruiter	10.00 to 18.30	1.00 to 1.30	Sunday
27	Mangesh S	Sr. Recruitment Coordinator	10.00 to 18.30	1.00 to 1.30	Sunday
28	Satish M	Admin Asst	10.00 to 18.30	1.00 to 1.30	Sunday
29	Vijay A	Admin Asst	10.00 to 18.30	1.00 to 1.30	Sunday
30	Santosh G	Jr. Admin Asst	10.00 to 18.30	1.00 to 1.30	Sunday
31	Kiran D	Telephone Operator	10.00 to 18.30	1.00 to 1.30	Sunday
32	Amit H	Jr. Accounts Asst	10.00 to 18.30	1.00 to 1.30	Sunday
33	Tek Bahadur T	Watchman	10.00 to 18.30	1.00 to 1.30	Sunday
34	Tham G	Watchman	10.00 to 18.30	1.00 to 1.30	Sunday
35	Lata B	Tea Maker	10.00 to 18.30	1.00 to 1.30	Sunday
36	P. Velmurugan	Driver	10.00 to 18.30	1.00 to 1.30	Sunday
37	A Santhanakumar	Driver	10.00 to 18.30	1.00 to 1.30	Sunday
38	Amit P	Housekeeper	10.00 to 18.30	1.00 to 1.30	Sunday
39	Sandip C	Housekeeper cum Office Boy	10.00 to 18.30	1.00 to 1.30	Sunday



International Overseas Services

Date : 1st April 2024

Notice of Commencement of Internal Complaint Committee (ICC)

To:
All Employees of International Overseas Services

Subject: **Commencement of Internal Complaint Committee for Handling Complaints of Sexual Harassment and Grievances.**

Dear All,

In compliance with the [Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013] and our commitment to providing a safe and respectful work environment, we hereby notify all employees about the formation and commencement of the Internal Complaint Committee (ICC) at International Overseas Services.

The Internal Complaint Committee (ICC) is constituted to address and resolve complaints related to sexual harassment, workplace misconduct, and other grievances of employees within the organization. The Committee aims to provide a fair, impartial, and confidential environment for the resolution of complaints.

The Internal Complaint Committee (ICC) comprises the following members:

1. **Ms. Tanushree Dhadve** Chairperson (Presiding Officer) - HR Executive
2. **Mr. Ashwin Mewada**, Member - Commercial Director
3. **Ms. Lata Bhoir**, Member – Tea Maker, Administration
4. **Mr. Vishwanath Kotian** - External Expert

The Committee is responsible for receiving complaints, conducting investigations, and recommending appropriate actions or remedies in accordance with the company's policies and applicable laws.

Any employee who wishes to file a complaint related to sexual harassment or any other grievances may approach the ICC by submitting a written complaint to any of the committee members or through the official channels provided below:

- **Email:** hrd@iosr.com
- **In-person Submission:** 6/33 Mittal Industrial Estate, Andheri Kurla Road, Andheri East, Mumbai – 400059
- **Phone:** 91 22 66442761

Please ensure that all complaints are filed within 3 Months from the date of the incident. The committee will ensure confidentiality and will take prompt action.

- Investigating complaints and allegations in a fair and transparent manner.
- Ensuring the confidentiality and dignity of all parties involved.
- Providing remedies and disciplinary actions where appropriate.
- Promoting awareness and prevention of sexual harassment in the workplace.

Should you have any questions or need assistance, please do not hesitate to contact any of the committee members listed above.

We encourage all employees to come forward with any complaints and work together to maintain a harmonious and respectful workplace.

Thank you for your cooperation.

Sincerely,

Vijay Desai
Proprietor

6/33, Mittal Industrial Estate, Andheri-Kurla Road, Andheri (E), Mumbai - 400 059. INDIA.

Tel.: (91 22) 6644 2700, 2859 1454 Fax : (91 22) 2859 1453 E-mail : ios@iosr.com Visit us at : www.iosr.com