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Subject: Shift Schedule Effective 1st April 2024

Dear All,

We would like to inform everyone of the upcoming shift changes scheduled to commence on 1st April 2024, as previously communicated.

Here's a breakdown of the revised shift timings:

- 1st Shift: 6:00 AM to 2:00 PM
- General Shift: 8:30 AM to 6:30 PM
- 2nd Shift: 2:00 PM to 10:00 PM

Employees assigned to the 1st and 2nd shifts will be entitled to a break of 15 to 20 minutes, to be taken after 9:00 AM for the 1st shift and after 6:00 PM for the 2nd shift. For those on the general shift, break timings will adhere to the company's standard protocols.

These adjustments will be effective starting 1st April 2024, until further notice. Kindly refer to the shift schedule provided below for your convenience.

Roster for April 2024		
1st Shift (6 AM to 2 PM)	General Shift (8:30 AM to 6:30 PM)	2nd Shift (2 PM to 10 PM)
Priyabrata Sahoo	Harichandan Satapathy	Debasish
Ayushraj Choudhury	Sarada Routray	Biswajit Rout
Ritesh Jena	Mrutyunjaya Ayach	Sudhanshu Sekhar Pradhan
Nikita Swain	Akash Kumar Sahoo	Saroj Kumar Rana
	Suman Nayak	
	Bijayinee Rath	
	Debaprasad Panda	
	Tapaswini Dash	
	Smaranika Tripathy	
	Dipak Pati	
	Abhisekh Satapathy	
	Biswajit Behera	
	Soumya Sriparna	

If you have any queries or require further clarification, please don't hesitate to contact the HR Team or your respective reporting personnel. Thank you.

Best regards,
Suman Nayak
Human Resource Team
ITPlusPoint Solutions Pvt Ltd.