

Pro-forma suggested for a general notice prohibiting use of mobile phones while on duty

Despite repeated reprimands and even oral warnings besides displaying on the notice board that the employees should not make use of the mobile phones while on duty except when it pertains to official task of the company. It is noticed that you have been persistently and deliberately defying the lawful instructions/ orders hence the management is constrained to issue following:

NOTICE

The management is not oblivious that the Mobile Phone has its own utility for connectivity with family and friends but at the same time, the work is to be given more importance than such communication. The Management has been noticing that some of the employees have been frequently using mobile phones while on duty which is prejudicial to the quality of work and affects efficiency also since the attention is diverted. Those who are working on machines, the use of mobile phone can be dangerous which may result into an accident.

The Management is conscious one has to be in contact with members of his family, as such, the employees can give the landline numbers to the nears and dears who can contact him in case of any necessity or emergency. Anyone in the office/factory who will be on the landline will can call the concerned employee to attend the telephone call or note down the message to be conveyed.

In view of the above, the mobile phones will be deposited with the Security Guard by switching off and a token will be given for collection at the conclusion of working hours.

Authorised Signatory