

<b>RUWAIS REFINERY PROJECT</b>		<b>INTER OFFICE MEMORANDUM</b>	
Ref. No.	<b>IOM-ADMIN-HR-012-2013</b>	Date	<b>24 OCT 2013</b>
To	<b>All Concerned Employees</b>	Total Page/s	<b>1</b>
From	<b>HUMAN RESOURCE MANAGER – SITE</b>	Attachment	<b>0</b>
Subject	<b>NEW WORKING TIME EVERY FRIDAY</b>		

Please be informed that starting tomorrow our working time every **Friday** will start at **07:00** in the morning until **15:30** in the afternoon.

**Working Time**

	<b>MORNING DUTY</b>	<b>MIDDAY BREAK</b>	<b>AFTERNOON DUTY</b>
<b>FRIDAY</b>	07:00 to 12:00( <b>5 Hrs.</b> )	12:00 to 13:30( <b>1.5 Hrs.</b> )	13:30 to 15:30( <b>2 Hrs.</b> )

This is for your information and proper guidance.



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