



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)

ICAI/HRD(A)/BusService/2015

February 27, 2015

TO ALL EMPLOYEES AT A-29, SECTOR-62, NOIDA OFFICE

Sub.: **Rescheduling of departure of buses from Head Office to Sector- 62 Noida office**

As per the instructions of the competent authority of the Institute, the departure time of the buses in the morning from the Head Office to Sector-62, Noida office of the Institute has been rescheduled to save loss of valuable man hours by late departure/ arrival of buses as under:

Existing Departure time	Revised Departure time w.e.f. 02/03/2015
9.00 AM	8.50 AM.

However, the departure time from Sector-62, Noida office to the Head Office after office hours will remain same i.e. 5.30 p.m.

It may also be noted that arrangement of taxi service from M/s. MiCar Sharing Technologies Pvt. Ltd., has been made available for those employees who work late after 5.30 pm. The taxi will start at 7.30 pm from Sector-62, Noida office and drop the officials at Vaishali Metro Station.

Above arrangements will be implemented w.e.f. 02/03/15.

All are requested to kindly note and avail the facility accordingly.

(S. K. Garg)
Joint Secretary (HRD, P)