

Scope

SSJ Finance & Securities Pvt. Ltd. work from home policy applies to all employees.

Are employees allowed to work from home?

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- Full-time
- On certain days
- Everyday, dividing their schedule between being present at the office and working from a remote location.

Work from home arrangements can be occasional, temporary or permanent.

Reasons that could demand telecommuting include but are not limited to:

- Parenting
- Bad weather
- Emergencies
- Medical reasons
- Work-life balance
- Overlong commute

Due to epidemic disease Cobid-19 Corona SSJ has permitted the following team to controlled respective departments from their residence or any other convenient location.

The below mentioned team will be available throughout the trading hours to help the clients fro any trading related support.

Sr.No	Dept	Contact Person	Contact No	Email Id	Responsibilities
1	Director	Saurabh Jain	9821016978	saurabh@ssjfinance.com	
2	Operations	Siddharth Vyas	8169288890	siddharth.vyas@ssjfinance.com	Overall
3		Omprakash Ray	9321081518	operations@ssjfinance.com	Operations
		Akash Yadav	9082466784		
4	IT (Infrastructure & Networking)	Devdas Yadav	9594891627	support@ssjfinance.com	Trading Support
5		Swapnil G.	9702147974		Trading Support
6		Ajay Patel	9322173546		Trading Support
7		Bharat Sharma	7219484444	bharat@ssjfinance.com	Overall IT
8	IT Software	Ravindra kotekar	9930666880	software@ssjfinance.com	Application Back Office
9		Sanjay Mulik	9820756907		Application Back Office
10	Settlement	Pravin Singh	9819101769	settlement@ssjfinance.com	Settlement
11	Accounts	Kapil Sahal	9322316262	accounts@ssjfinance.com	Accounts
12		Vijay Jain	9819271751		Accounts
13		Girish Ginoria	9699098578		Accounts
14	RMS	Kuldeep Pareek	9323326869	rms@ssjfinance.com	RMS(Back Office)
15		Vinod Panchal	9892630043		RMS(Back Office)
16		Rakesh Saini	9819169132		Dealing All
17		Abhinav Sharma	9987188128		Dealing All
18	Compliance	Ranjeet More	9920146160	co@ssjfinance.com	Compliance
19	Mutual Fund	Rajesh Salvi	9967081670	mf@ssjfinance.com	Mutual Fund
20	KYC	Nitin Pawar	9833453145	kyc@ssjfinance.com	KYC
21	Research	Priyank Upadhyay	9699896978	priyank.upadhyay@ssjfinance.com	Overall
22		Viral Cheda	9869170441 7021044791	viral@ssjfinance.com	Equity
23		Virat Upadhyay	9821689989	virat.upadhyay@ssjfinance.com	Commodity
24	DP	Sandeep Rasal	9820902580	dp@ssjfinance.com	DP
25	Customer Care	Ritesh Tiwari	9028280285	Customercare@ssjfinance.com	Customer Care