



INNOVATRIP VOYAGES PRIVATE LIMITED

7/24, DPP Road, Naktala, Kolkata – 700 047

RULES & REGULATIONS

Working Hours

- a) In Time ► 10:30 am (Monday to Saturday)
- b) Out Time ► 6:30 pm (Monday to Friday)
- c) Out Time ► 2:00 pm (Saturday)
- d) Reaching office on or after 12:00 noon will be treated as **Half Day**.
- e) Reaching office after 2:00 pm is not allowed at all.
- f) Half Day Leave will be as
 - 1) For First Half – 10:00 am to 2:00 pm – Need to reach in office by 2:00 pm
 - 2) For Second Half – From 2:00 pm
 - 3) In case of leave on Saturday will be treated as “**Full Day Leave**”.
- g) On demanding situation, extra hours need to be performed before/after/both on the above-mentioned time.
- h) On demanding situation, need to be work on holiday and can be take a compensatory leave for the same any day with prior intimation.

Late Coming

To be noted, there is a **GRACE PERIOD** of 15 minutes for late coming for 4 days in a month and more than 4 days, $\frac{1}{2}$ day will be deducted for every 1 day late. Any desired late coming should be informed in advance. No Late is allowed in case of any type of half day leave.

Probation Period and Confirmation

There is a **Probation Period** for 6 (Six) months. After completion of Probation Period, anyone can be treated as **Confirmed Employee** on receiving of “**Confirmation Letter**” on the basis of satisfactory performance during Probation Period. In case of Un-satisfactory performance, Probation Period can be extended without any prior intimation.

Exigency Leave

We are introducing a new leave system namely “**Exigency Leave**” in place of “**Casual Leave**” and “**Sick Leave**” by adding the total leave of Casual and Sick Leave.



All are entitled for Exigency Leave of **18 (Eighteen)** days in a Financial Year (From April to March) as per below format ↓

- a) To avail Exigency Leave, leave intimation needs to be given to the immediate Reporting Authority well in advance with a copy to the **CEO** (Ms. Renata Banerji – renata@innovatripvoyages.com) and **CFO (Finance & Administration)** (Mr. Kaushik Bose – accounts@innovatripvoyages.com) and the **Managing Director** (Mr. Sanjib Kr. Banerji – sanjib@innovatripvoyages.com) **by email**. In absence of immediate Reporting Authority, leave intimation needs to be given to the **CEO** (Ms. Renata Banerji – renata@innovatripvoyages.com) and **CFO (Finance & Administration)** (Mr. Kaushik Bose – accounts@innovatripvoyages.com) and copy to the **Managing Director** (Mr. Sanjib Kr. Banerji – sanjib@innovatripvoyages.com) **by email**.
- b) In case of emergency leave for same day, needs to be informed to the same by **WhatsApp** before **8:00 am** for smooth day work, mentioning proper reason.
- c) Without prior information as advised in earlier points, leave will be treated as "**Leave without Pay**" instead of leave in hand.
- e) Leave more than 2 days taken for sickness, Doctor's prescription needs to be submitted or leave will be treated as "**Leave without Pay**" instead of leave in hand.
- f) Exigency Leave can be carried forward up to 12 days.
- g) Exigency Leave is not allowed for encashment and cannot be adjusted with **Post Resignation Notice Period**.

Earn Leave

All are entitled for Earn Leave for **15 (Fifteen)** days in a Financial Year (From April to March) as per below format ↓

- a) To avail Earn Leave, leave intimation needs to be given to the immediate Reporting Authority well in advance with a copy to the **CEO** (Ms. Renata Banerji – renata@innovatripvoyages.com) and **CFO (Finance & Administration)** (Mr. Kaushik Bose – accounts@innovatripvoyages.com) and the **Managing Director** (Mr. Sanjib Kr. Banerji – sanjib@innovatripvoyages.com) **by email**. In absence of immediate Reporting Authority, leave intimation needs to be given to the **CEO** (Ms. Renata Banerji – renata@innovatripvoyages.com) and **CFO (Finance & Administration)** (Mr. Kaushik Bose – accounts@innovatripvoyages.com) and copy to the **Managing Director** (Mr. Sanjib Kr. Banerji – sanjib@innovatripvoyages.com) **by email**.



- b) In case of emergency leave for same day, needs to be informed to the same by **WhatsApp** before **8:00 am** for smooth day work, mentioning proper reason.
- c) Without prior information as advised in earlier points, leave will be treated as "**Leave without Pay**" instead of leave in hand.
- d) Earn Leave can be availed after Confirmation only.
- e) Earn Leave can be carried forward up to 30 days.
- f) Earn Leave is allowed for encashment once in a year and can be adjusted with **Post Resignation Notice Period**.

Yearly Puja Bonus

We have "**Yearly Puja Bonus**" policy as described below ↓

- a) Any employee will be entitled for **Puja Bonus** after completion of work tenure of 1 (One) year.
- b) Puja Bonus will be disbursed on or before **Mahalaya**.
- c) Innovatrip Voyages Pvt. Ltd. reserves the right to decide the percentage of Yearly Puja Bonus.



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LIST OF HOLIDAYS
FOR THE CALENDAR YEAR 2026

Sl. No.	Purpose/s	Date	Day	No. of Days
1	English New Year	01-01-2026	Thursday	1
2	Republic Day	26-01-2026	Monday	1
3	Saraswati Puja	23-01-2026	Friday	1
4	Holi/Dol Yatra	04-03-2026	Wednesday	1
5	Bengali New Year (Poila Baishak)	15-04-2026	Wednesday	1
6	May Day	01-05-2026	Friday	1
7	Independence Day	15-08-2026	Saturday	1
8	Vishwakarma Puja	17-09-2026	Thursday	1
9	Gandhi Jayanti	02-10-2026	Friday	1
10	Durga Puja - Maha Saptami	18-10-2026	Sunday	0
11	Durga Puja - Maha Ashtami	19-10-2026	Monday	1
12	Durga Puja - Maha Navami	20-10-2026	Tuesday	1
13	Durga Puja - Maha Dashami	21-10-2026	Wednesday	1
14	Laxmi Puja	25-10-2026	Sunday	0
15	Diwali/Kali Puja	08-11-2026	Sunday	0
16	X-mas Day	25-12-2026	Friday	1
Total Number of Yearly Leave				13
Note 1: Date and day can be changed on the basis of actual festive date and days.				

Note 2: If any date falls in Sunday can be altered with any other festive day.