



## 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, ½ 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](mailto:renata@innovatripvoyages.com)) and **CFO (Finance & Administration)** (Mr. Kaushik Bose – [accounts@innovatripvoyages.com](mailto:accounts@innovatripvoyages.com)) and the **Managing Director** (Mr. Sanjib Kr. Banerji – [sanjib@innovatripvoyages.com](mailto: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](mailto:renata@innovatripvoyages.com)) and **CFO (Finance & Administration)** (Mr. Kaushik Bose – [accounts@innovatripvoyages.com](mailto:accounts@innovatripvoyages.com)) and copy to the **Managing Director** (Mr. Sanjib Kr. Banerji – [sanjib@innovatripvoyages.com](mailto: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](mailto:renata@innovatripvoyages.com)) and **CFO (Finance & Administration)** (Mr. Kaushik Bose – [accounts@innovatripvoyages.com](mailto:accounts@innovatripvoyages.com)) and the **Managing Director** (Mr. Sanjib Kr. Banerji – [sanjib@innovatripvoyages.com](mailto: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](mailto:renata@innovatripvoyages.com)) and **CFO (Finance & Administration)** (Mr. Kaushik Bose – [accounts@innovatripvoyages.com](mailto:accounts@innovatripvoyages.com)) and copy to the **Managing Director** (Mr. Sanjib Kr. Banerji – [sanjib@innovatripvoyages.com](mailto: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.



## INNOVATRIP VOYAGES PRIVATE LIMITED

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

### **LIST OF HOLIDAYS** **FOR THE CALENDAR YEAR 2025**

Sl. No.	Purpose/s	Date	Day	No. of Days
1	English New Year	01-01-2025	Wednesday	1
3	Saraswati Puja	03-02-2025	Saturday	1
4	Dol Yatra	14-03-2025	Friday	1
5	Bengali New Year	15-04-2025	Tuesday	1
6	May Day	01-05-2025	Thursday	1
7	Independence Day	15-08-2025	Friday	1
8	Vishwakarma Puja	17-09-2025	Wednesday	1
9	Durga Puja - Maha Saptami	29-09-2025	Monday	1
10	Durga Puja - Maha Ashtami	30-09-2025	Tuesday	1
11	Durga Puja - Maha Navami	01-10-2025	Wednesday	1
12	Durga Puja - Maha Dashami	02-10-2025	Thursday	1
13	Laxmi Puja	06-10-2025	Monday	1
14	Kali Puja	20-10-2025	Monday	1
15	X-mas Day	25-12-2025	Thursday	1
<b>Total Number of Yearly Leave</b>				<b>14</b>
<b>Note 1:</b> Date and day can be changed on the basis of actual festive date and days.				
<b>Note 2:</b> If any date falls in Sunday can be altered with any other festive day.				