

DIPTAB VENTURES PRIVATE LIMITED

Guidelines on Compensatory Off

Note: The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employee

Guidelines on Compensatory Off

1. Introduction

1.1 Diptab Ventures Pvt Ltd (hereinafter referred to as the “Company” or “Lets Transport”) is committed to provide holiday/compensation in accordance with the applicable laws, to the employees putting in extra efforts in order to strengthen the Company’s commitment to provide services.

2. Purpose

2.1 This policy (the “Policy”) is applicable to all employees of the Company.

2.2 In case of any conflict between any applicable law and this Policy or the applicable law shall prevail in all instances and this Policy shall be modified to the extent inconsistent with the law.

2.3 if any clause in this Policy is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

3. Compensatory-off:

- 3.1 When a manager so requests, an employee may be required to work on holidays. In such a case the employee will be entitled to compensatory off in lieu of working on a holiday in accordance with the Policy.
- 3.2 Compensatory off can be availed only when the manager at his/her discretion requests the employee to work on holiday/ weekly off. Compensatory off shall not be applicable if the employee decides to work on a holiday and then seek compensatory off.
- 3.3 The manager shall intimate the employee and the HR department, if any employee needs to work on holiday in advance, offering his approval for the same with a short justification. Employee's presence on said days may be verified by the matrix system/ attendance/security register.
- 3.4 The compensatory offs accumulated during a calendar year need to be availed during the same calendar year. No compensatory off can be carried forward to the next calendar year.
- 3.5 No compensatory off will be granted for carrying out voluntary work of any kind.
- 3.6 Compensatory off cannot be combined with any other kind of leave.
- 3.7 Each employee must maintain an accurate and truthful record of all time worked on the holiday for availing the compensatory off.
- 3.8 Compensatory offs shall be applicable depending on the state in which the employee's office is located as follows:
- 3.8.1 Maharashtra and Gujarat– Compensatory-leave within 2 months of the leave for working on weekly holiday and for working on notified holidays -(a) twice the wages; and (b) leave on any other day.
- 3.8.2 Karnataka and Tamil Nadu (after completing 30 days) - Compensatory-leave for working on weekly holiday and for working on notified holidays -(a) twice the wages; or (b) wages for such day and a substituted holiday with wages on any other day.
- 3.8.3 Andhra Pradesh and Telangana- Compensatory off with wages (for working on notified holidays) shall be provided within 30 days from the date of such holiday up to a maximum limit of seven.
- 3.8.4 Punjab, Delhi, Haryana, Kerala, Karnataka and Uttar Pradesh- For working on weekly holiday and for working on notified holidays -(a) twice the wages; or (b) wages for such day and a substituted holiday with wages on any other day within ninety days.
- 3.8.5 MP and West Bengal- For working on weekly holiday and for working on notified holidays twice the daily wages.

3.8.6 Uttarakhand –Compensatory off leave within 2 months in case of working on weekly holiday and twice the wages in case of working on weekly off.

4. Overtime:

4.1 Employee may receive overtime wages based on the local state legislations for work beyond specified hours:

4.1.1 Andhra Pradesh, Gujarat, Maharashtra, Karnataka Telangana, Kerala, MP, UP, Uttarakhand, West Bengal –wages at twice the ordinary rate of wages for the overtime beyond 48 hours a week. In case of Punjab Delhi and Haryana overtime shall be calculated on an hourly basis.

4.1.2 Rajasthan – above 48 hours a week at the rate of one and a half times the ordinary rate of wages

Approved by:

CEO