

TOUR POLICY MANUAL POLICIES, PROCEDURES AND PRACTICES

English



सवाल आपका है

IBC 24

Tour related policy

- i. In case of Tour, the employee is required to submit the detailed tour report, duly approved and attested by the concerned manager within 03 days of tour completion. This will be applicable for both in case of advance taken or not.
- ii. Failing to submit such report within 07 days the advance taken will be deducted from the employee's salary without intimation.

Exceptions

This policy is subject to modification, amendments and alterations by the management at any point of time without any prior intimation or notice.