

Holiday List 2025

Date	Day	Occasion	Fixed	No of Days
01-01-2025	Wed	New Year	1	1
26-01-2025	Sun	Republic Day	1	1
02-02-2025	Sun	Vasant Panchmi	1	1
26-02-2025	Wed	Maha Shivratri	0	1
13-03-2025 - 15-03-2025	Thu - Sat	Holi	1	3
31-03-2025	Mon	Eid-ul-fitr	0	1
06-04-2025	Sun	Ram Navami	1	1
07-06-2025	Sat	Bakrid	0	1
06-07-2025	Sun	Moharram	0	1
09-08-2025	Sat	Rakshabandhan	1	1
15-08-2025	Fri	Independence Day	1	1
16-08-2025	Sat	Janamashtmi	0	1
30-09-2025	Tue	Maha Ashtami	0	1
01-10-2025	Wed	Maha Navmi	1	1
02-10-2025	Thu	Dusherra / Gandhi Jayanti	1	1
20-10-2025	Mon	Diwali	1	1
26-10-2025	Sun	Chhath Puja	0	1
27-10-2025	Mon	Chhath Puja	1	1
28-10-2025	Tue	Chhath Puja	1	1
25-12-2025	Thu	Christmas	1	1

Annual leave and holidays:

- Casual leaves: There will be 12 annual leaves.
- Sick leave: as per the medical requirements and in case of medical leave more than 2 days, a medical report is required to claim.
- Special leave for females 1 leave/ month.
- In case of any emergency leave, it is expected to inform the management before the opening of office working hours and latest by 12.00 pm.
- Employees working on Sunday or public holiday can avail compensatory leave (for example if you wish to take extra leave on Durga puja then you could work on Sunday or any public holiday to compensate, leave will be given once approved).
- You are required to inform through mail about any kind of planned leave at least 3 days prior to the leave. You will be entitled to leave only after approval from your reporting manager.
- The timing of the intern will be flexible, their leave will be decided by their manager

Working hours and reporting time:

- The official working hours are 10:00 AM to 06:30 PM, Monday to Saturday.
- A grace period of 15 mins is allowed for late arrivals. Consistent late arrivals may result in disciplinary action otherwise salary will be deducted.
- Lunch break duration 30 mins (2:00 PM to 2:30PM) & one tea break for 15 minutes.
- Employees are expected to be punctual and adhere to the working hours.