

## Relocation & Transfer Assistance

The following benefits are for employees who have been transferred from one location to another, and also for new persons joined into the Company.

### 1) Packing & Moving of Household items

Company will reimburse packing charges as per following limits grade-wise against necessary supporting documents (Transport, Insurance, Taxes inclusive) Before hiring an agency, an employee must submit quotations and have an approval from the HR Dept.

Grade	Limit
GM & M1	75,000
M2	50,000
M3	25,000
M4 & below	15,000

### 2) Relocation Allowance

If you are transferred from one location to another, you will be paid Rs.5000/- (Rupees Five Thousand only) as a Relocation Allowance.

### 3) Joining Leave

You will be sanctioned Special leave up to a maximum of 7 working days to settle at new location and for packing & moving of household items. Your manager will approve this leave with necessary intimation to HR Dept. for the purpose of Attendance Control. This category of leave is to be availed by the employee within three months of his/her joining the company.

### 4) Reimbursement of Travel Expenses

You will be reimbursed 'one way travel expenses' for yourself and your family (wife/husband, 2 children or parents) while shifting from one location to another. The mode of travel shall be as per your applicable limits. In addition, you will be entitled to claim 1.5 times of your daily allowance to cover your lodging and boarding expenses for you and your family up to a maximum of 7 days subject to actuals. If lodging & boarding is taken care of by the company for these 7 days, you cannot claim daily allowance.

### 5) Accommodation

The Company could consider the option of arranging a leased accommodation for you at its sole discretion. The monthly rent paid to the landlord as well as the interest on security deposit will be charged to your salary account and shall not exceed the compensation package fixed on cost to Company basis.

The Company will incur/ pay the brokerage on the basis of prevailing local norms subject to prior approval of HR Dept. up to a maximum of one month's rent.

If an employee leaves or gives notice to end his/ her employment within 12 months of his/ her service, all the amount paid to him /her under this policy will be recovered during his severance.