

Hoonartek Airtel Project Entitlements

V1.4

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Applicable: Addendum to domestic travel policy for employees in Airtel project.

Travel Authorization

Before commencement of travel, each employee will have to raise a Travel Request at least 3 days in advance on Keka with necessary approvals of Level 5 & above for further processing (flight bookings and accommodation).

Employee needs to submit all the documents required for travel. In the event the employee fails to furnish the required details, the Company shall be at liberty to cancel his/her travel authorization and depute another employee for the business travel as it deems fit. The Company shall not be liable to make any reimbursements of any such costs or expenses incurred by the Employee in case of such cancellation.

1 SHORT TERM (1 – 30th Days from date of Travel)

For short term travel where, continuous stay is 30 or less than calendar days, following would apply.

- **Accommodation:**

Accommodation wherever possible will be provided by the Company (preferably guest house). The Company accommodation would be provided only in case the Employee is on Business Travel for less than 30 days.

- **Per Diem Allowances:**

For employees on deputation or Business trips only, one is entitled to reimburse expenses towards food which will be reimbursed at actuals supported with appropriate bills. For All levels Rs.850 per day maximum limit on furnishing receipts, Breakfast up to INR 150, Lunch up to INR 300, and Dinner up to INR 400 with approval of Level 5 and above. Work commute will be reimbursed on actuals. The aforesaid Per Diem Allowance shall be calculated starting from the date of your journey and ending on the date of your arrival. For further clarification, for calculation of per diem allowance, an interval of twenty-four (24) hours starting from the hour of your journey shall be considered. The Allowance shall be considered to be payable only after you reach the destination of your journey and can be claimed after a period of twelve (12) hours starting from the hour of your journey.

Allowances/ Advances needs to be settled with Accounts by producing bills within 2 weeks from the date of return to Pune.

2 MEDIUM TERM (31 – 120th Days from date of Travel or Business Categorization)

For medium term travel where the duration is greater than 1 month and less than 4 months, the following would apply.

- **Accommodation:**

Accommodation wherever possible will be provided by the Company (preferably guest houses) for initial 2 weeks. The employee is expected to get their local accommodation sorted out in the 2-week period. On a case-to-case basis, the employee might extend his/her stay at the company provided accommodation by 2 more weeks under extraordinary circumstances where 50% of the cost of accommodation will be borne by the employee.

Following amount will be applicable when the employee moves from Company accommodation to personal accommodation after or within 2 weeks

Accommodation – **INR 5,000** per month (without bills)

- **Project Allowance:**

The employees will get the following project allowance in their salary to cover all the expenses related to their project. If the employee avails leave at the client site, then the applicable project allowance will be deducted

All employees will get **INR 7500** as project allowance per month in their salary to cover all the expenses related to their project.

3 LONG TERM (121st days and above from the date of Travel or Business Categorization)

Long term is termed for employees who are deputed to Airtel for a period greater than 4 months.

- **Accommodation:**

In case of Long-Term Travel (> than 121 days), the company will provide a two (2) weeks accommodation at client location for the employee. The employee is expected to get their local accommodation sorted out in the 2-week period. On a case-to-case basis, the employee might extend his/her stay at the company provided accommodation by 2 more weeks under extraordinary circumstances where 50% of the cost of accommodation will be borne by the employee.

- **Fixed Payment:**

In order to make the move smoother, the employee will be eligible for a lump sum payout of fixed sum to support the move. The lump sum is to help support moving personal effects, one way travel, pay brokerages etc. The employee can claim the expenses towards moving personal belongings and an amount to be paid by way of brokerage with support of appropriate bills within a period of 45 days from the date of Relocation. Once such claim shall be duly received, the Company shall pay such fixed sum up to the limit prescribed in the table below. Any amount incurred over and above the prescribed limit as mentioned in the said Table shall not be reimbursed. Any amount not supported with appropriate bills will be subject to tax as per Income Tax rules. The payout is a one-time payout. If the movement is due to personal request and considerations, the employee will not be eligible for the lump sum payout.

Due to the relocation, the employee's home base will be moved to the new location. After the completion of the project/if the Business wants the employee to relocate again to Pune, relocation bonus will be paid again as per the below eligibility.

In case the employee resigns from the services of the company within One Year of availing the relocation lump sum amount, the employer will recover the same in the full & final settlement to settle all dues.

Level	Lump sum relocation allowance
1	INR 30,000
2	INR 40,000
3	INR 55,000
4	INR 75,000
5 & above	INR 1,00,000

Subject to completion of 12 months from the deputation date, one time relocation bonus will be processed, and applicable rent will cease from March 2020. This is applicable to the employees who are deputed on or before 1-Nov-19.

- **Project Allowance:**

The employees and local recruits will get the following project allowance in their salary to cover all the expenses related to their project. If the employee avails leave at the client site then the applicable project allowance will be deducted

For Employees who are deputed on or before 1-Nov-19

Level	Project Allowance
1	INR 12,000
2	INR 12,000
3	INR 15,000
4	INR 18,000

For Employees who are deputed after 1-Nov-19

All employees will get **INR 7500 across all levels** as project allowance per month in their salary to cover all the expenses related to their project.

- **Exclusions:**

- ✓ Apart from the specific payments and allowances mentioned in this policy, any further expenses, which in reasonable course of the service would not have been incurred, shall not be reimbursed.
- ✓ The Company shall not pay the expenses including but not limited to expenses for alcohol, entertainment, parties, personal trips, purchases and the like.
- ✓ Any expenses which are incurred over and above prescribed limits as mentioned in this Policy shall not be payable by the Company.

- **Note:**

- ✓ For local travel the cheapest and convenient mode of transport (Bus/Auto Rickshaw) should be utilized

and should travel in groups wherever possible as this is reimbursed at actuals on submission of appropriate bills

- ✓ All travel for Level 5 and above is as per this policy. Approval to be taken from COO
- ✓ For the rent agreements that are currently in force, they will continue to hold till further notice.
- ✓ This will be applicable from 1st of Aug 2017 and the Living allowance would be paid in advance with all previous adjustments as on July 31st, 2017.
- ✓ From short term to medium term travel – Supervisor must inform admin (admin@hoonartek.com) 1 week before (on 22nd day) if he/she will be staying for more than 30 days at client site with approval mail of Level 5 and above. Living allowance will be prorated basis the number of days stayed at client site.
- ✓ From medium term to long term travel - Supervisor must inform admin (admin@hoonartek.com) 1 week before (on 113th day) if he/she will be staying for more than 120 days at client site with approval mail of Level 5 and above.
- ✓ Hoonartek will pay for Flight ticket of employee for every 4th month, to and fro ticket from Gurgaon to Pune and vice versa. During this period employee has to apply leave on Keka in advance if the employee is travelling to his hometown or if he would be working from Hoonartek premises. In such cases, per diem, living allowance or Project allowance, whichever is applicable will be paid only for the number of days worked at client location.

Broker:

Employee travelling to Gurgaon for short term will be provided help for searching accommodation in Gurgaon by the broker. The broker will be paid 10,000 (Fixed consultancy charges) for same. Employee will be paid one-time fixed deposit and rent on monthly basis.

Project requirements:

In the event, any client or customer of the Company insists on providing different set of benefits to the employees deputed on its project, for that specific project, the Company reserves the right to give such different benefits and convey the same to the said employees vide issuing separate letters. It may, in such case, be possible that employees working on different projects may be provided with different travel related benefits. Once such project requirement is over or any new project has started wherein no such benefits are given by such client or Customer Company, the benefits conferred under this Policy shall be automatically applicable and any such letter issued shall stand void with immediate effect.

Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	31-Oct-19	
1.0	Second Release – Final document after review and approval for circulation and implementation	01-Nov-19	Nishant Shukla
1.1	Third Release – Project allowance updated	2-Jan-20	Nishant Shukla
1.2	Fourth Release - Company name changed from LLP to Private Limited	30-Jul-21	Nishant Shukla
1.3	Fifth Release – Update in Company logo	31-Aug-22	Nishant Shukla
1.4	Sixth Release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Nishant Shukla

Document Review History

Version No.	Review Comments	Review Date	Reviewed By
0.1	First Review – No change suggested. Document signed off for implementation	1-Nov-19	Nishant Shukla
1.0	Second Review - Project allowance updated	1-Jan-20	Nishant Shukla
1.1	Third Review - Company name changed from LLP to Private Limited	29-Jul-21	Nishant Shukla
1.2	Fourth Review - Update in Company logo	30-Aug-22	Nishant Shukla
1.3	Fifth Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Nishant Shukla